

30 FISCAL (DRAFTS)

1 of 4

SECRET

*Office Memorandum* • UNITED STATES GOVERNMENT

**TO :** Advisor for Management  
**FROM :** Comptroller  
**SUBJECT:** Proposed Changes in Draft

DATE: 12 January 1951

25X1A

Attached hereto is draft of CIA Regulation No. █ with suggested revisions and corrections noted thereon made by this office. 25X1A

25X1A

E. R. SAUNDERS

SECRET

JAN 13 1951

**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Management Officer

DATE: 21 August 1950

FROM : Budget Officer

SUBJECT: Central Intelligence Agency Regulation Number █, dated 1 November 1950 25X1A

1. Reference is made to your memorandum of 14 August 1950 to the Chief, Fiscal Division, and a copy of the draft of Agency Regulation Number █ which was provided the Budget Staff for information and review. 25X1A

2. Various items in the draft have been discussed with the Chief and Assistant Chief, Fiscal Division, Administrative Staff, and it is not considered necessary for this office to comment in detail on the various items which may be involved since the Chief, Fiscal Division, will present his suggestions at an early date. It is desired, however, to briefly comment on two portions of the proposed regulation.

3. In view of the experience which has been gained since the original issuance of the requirements set forth in Section F (Allotments) on page 27 of the regulation, and inasmuch as satisfactory information is now currently available to both the Budget Staff and the Fiscal Division, it is suggested that this section be eliminated. On the basis of procedures no specific requirements with respect to allotments and obligations information need be set forth in an instruction.

4. Section V, on page 28 of the proposed regulation, pertains to the use of confidential funds by the Contract Division. This is the type of regulation and/or instruction which is not normally furnished to individuals other than those who have an actual necessity for their use in day to day activities. If Section V is included in the Regulation, it would be necessary that it be presented to the General Accounting Office Site Auditors and other individuals throughout the Agency who have no actual need for the instruction contained therein and the dissemination of the information would cause certain administrative and operational difficulties. It, therefore, does not appear advisable that Section V be included as part of the Regulation Number █ to the extent that it would be given the same distribution as a matter of normal action on the part of various Staffs and administrative offices. 25X1A

5. If it is considered necessary to hold a discussion on certain portions of the proposed regulation, a representative of this office would be pleased to attend.

25X1A

E. R. SAUNDERS

AUG 22 1950

**RESTRICTED**

4R-0-9049

1 March 1950

MEMORANDUM FOR: Budget Officer  
 Personnel Director  
 Management Officer ✓  
 Chief, Special Support Staff  
 Chief, Administrative Staff  
 General Counsel

SUBJECT: i. Accommodations for dependents in connection with travel on Permanent Change of Station or Home Leave Orders

REFERENCE: ii. a. Memo from Executive addressed to Budget Officer, Personnel Officer, and Services Officer, subject: Payment of Travel Expenses, dated 3 August 1949

1. Reference "a" is rescinded.
2. The intent of the rescinded policy of 3 August 1949 was to provide for the travel of dependents with the employee concerned in the same or adjacent accommodations when both the employee and his dependents were authorized to travel together. It was not intended to authorize an election by the employee that his family could travel by other than the shortest usually traveled route when additional expense to the Government would be occasioned thereby.

3. In order to clarify this situation, a restatement of policy is given below:

*IA*  
 8(d) *for [initials]*  
 "It is the policy of this Agency that where payment of travel expenses of dependents of employees in connection with permanent change of station or home leave is authorized and such dependents travel with the employee by the most economical usually traveled route, full reimbursement will be made from official funds for accommodations which will enable the employee and his dependents to be together provided accommodations furnished are the lowest first class facilities available on the means of *Series* transportation used.

25X1A

(e.)

"In those cases where dependents accompany an employee on other than the most economical usually traveled route, the difference in cost of transportation must be borne by the employee."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:  
 "SIGNED"

*[Signature]*

25X1A

NOTE TO MANAGEMENT OFFICER: Incorporate new policy in new regulations when published.

*Td by*

*[Redacted]*  
 Executive

*[Signature]*

MEMORANDUM FOR: Budget Officer  
 Personnel Director  
 Management Officer  
 Chief, Special Support Staff  
 Chief, Administrative Staff  
 General Counsel

SUBJECT: Accommodations for dependents in connection with travel on Permanent Change of Station or Home Leave Orders

REFERENCE: a. Memo from Executive addressed to Budget Officer, Personnel Officer, and Services Officer, subject: Payment of Travel Expenses, dated 3 August 1949.

*Please prepare in final form, add with and copy for "Memorandum copies in new regulations when published" WJ*

1. Reference "A" is rescinded.
2. The intent of the rescinded policy of 3 August 1949 was to provide for the travel of dependents with the employee concerned in the same or adjacent accommodations when both the employee and his dependents were authorized to travel together. It was not intended to authorize an election by the employee that his family could travel by other than the shortest usually traveled route when additional expense to the Government would be occasioned thereby.
3. In order to clarify this situation, a restatement of policy is given below:

"It is the policy of this Agency that where payment of travel expenses of dependents of employees in connection with permanent change of station or United States and return or from a point abroad to the United States and return in connection with home leave is authorized and such dependents travel with the employee by the most economical usually traveled route, full reimbursement will be made from official funds for accommodations which will enable the employee and his dependents to be together provided accommodations furnished are the lowest first class facilities available on the means of transportation used.

"In those cases where dependents accompany an employee on other than the most economical usually traveled route, the difference in cost of transportation must be borne by the employee."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

C. L. W.

CONCURRED IN:

25X1A

17-50

Case subject to restatement of type + circumstances of travel to which this is applicable. FPC's travel between two foreign ports should be included. Below circumstances can inclusively be described as "payment of travel expenses of dependents in conjunction with permanent change of station or home leave" etc.

EPC

MEMORANDUM FOR: Budget Officer  
Personnel Director  
Management Officer  
Chief, Special Support Staff  
Chief, Administrative Staff  
General Counsel

SUBJECT: Accommodations for dependents in connection with travel on Permanent Change of Station orders

REFERENCE: a. Memo from Executive addressed to Budget Officer, Personnel Officer, and Services Officer, subject: Payment of Travel Expenses, dated 3 August 1949

1. Reference "a" is rescinded.
2. The intent of the rescinded policy of 3 August 1949 was to provide for the travel of dependents with the employee concerned in the same or adjacent accommodations when both the employee and his dependents were authorized to travel together. It was not intended to authorize an election by the employee that his family could travel by other than the shortest usually traveled route when additional expense to the Government would be occasioned thereby.
3. In order to clarify this situation, a restatement of policy is given below:

"It is the policy of this Agency that where payment of travel expenses of dependents of employees to points outside the continental United States and return is authorized and such dependents travel with the employee by the shortest usually traveled route, reimbursement will be made from official funds (for accommodations which will enable the employee and his dependents to be together) provided such accommodations are the lowest first class facilities available on the means of transportation used.

"The policy relative to accommodations stated above will also be effective in those cases where dependents accompany an employee on transportation other than the shortest usually traveled route and the difference in cost of transportation as distinguished from the cost of accommodations is borne by the employee."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

C. L. W.

C O P Y

(for your files)

3 August 1949

MEMORANDUM FOR: Budget Officer  
Personnel Officer  
Services Officer  
  
SUBJECT: Payment of Travel Expenses

1. It is the policy of this Agency that where payment of travel expenses of dependents of employees to points outside the continental United States and return is authorized, such dependents may, if the employee so elects, travel with the employee, provided that the facilities used by the employee and dependents are the lowest first class facilities available on the means of transportation used.

25X1A

Supplies, GSR  
Executive

*Photostat of signed Copy  
is in Fin. Dir. Files*

25X1A

**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Executive  
FROM : Budget Officer  
SUBJECT: Revision of the Policy Statement of 3 August 1949 Pertaining to the Furnishing of Travel Accommodations to Dependents

DATE: 20 February 1950

1. The proposed revision forwarded from your office on 14 February 1950 has been redrafted in coordination with officials of the Administrative Staff and the Special Support Staff. The redraft which has been concurred in by appropriate representatives of the two staffs was composed with terminology to provide for home leave travel of dependents as well as all permanent change of station travel of dependents. It will also be noted that a slight rewording has been effected in paragraph 3 to provide for terminology reading substantially as that set forth in paragraph 9 of the Standardized Government Travel Regulations.

2. The redraft showing evidence of the required concurrences and the papers forwarded from your office with your instructions of 14 February 1950 are attached.

[REDACTED] 25X1A  
E. R. SAUNDERS

Attachments

CONFIDENTIAL

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 11 December 1950

FROM : Comptroller

SUBJECT: Proposed Amendment to Administrative Instruction [REDACTED] dated  
30 January 1950

25X1A

1. It is recommended that Administrative Instruction [REDACTED] subject - "Payment of Premiums or Cost of Surety Bonds", dated 30 January 1950, be amended to agree with present organizational structure and Delegation of Authority signed by the Director under date of 1 December 1950.

25X1A

2. This can be accomplished by deleting the following words in paragraph 3 of this Instruction:

"The Chief, Administrative Staff, and the Chief, Special Support Staff, are ....."

and inserting:

"The Comptroller or Deputy Comptroller is ....."

25X1A



25X1A

E. R. SAUNDERS

*Indulged in [REDACTED]  
series [REDACTED]  
for [REDACTED]*

CONFIDENTIAL

CONFIDENTIAL

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100130010-9 FREE

ad 2017

8344

## ROUTING AND RECORD SHEET

CAO 439

INSTRUCTIONS.—Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

FROM:

Director of Training

NO.

DATE

27 August 1952

TO—	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		RECEIVED	FORWARDED		
1. Mr. [REDACTED]	1511 "L"	28 AUG 1952	29 Aug	WJ	
2. CPP DAP	1024 2044 "L"	1 SEP 1952	Sep 11	OTS	
3. C PPM DAP	2231 Adm	1 SEP 1952	X	CPM	(2) (3) (4) & (5) Request comment & return to CAO. 103
4. AC/F1					2 to 1:
5. Dir of Research, OTS	2C 71 ATR&P	22 1952	10 Oct	OTS	Concur, suggesting that consideration be given (before a regulation is published) to allowing overtime pay and/or compensatory leave for time which the employee in training is required by his supervisor to spend at his desk in continuing regular duties when such time (after being added to hours in training) is in excess of the regular 40 hours.
6. CAO/DO/P	OCT 27 1952	28 Oct	OTS		OTS fricpp
7. Dir of Training					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

FORM 51-9

FREE

RESTRICTED

JAN 2 1953

CONFIDENTIAL

10-04012-1 GPO

Chief, Administration  
Division [REDACTED]

concur as amended  
E

concur as recommended  
P  
OTS

25X1A

SECURITY INFORMATION

Executive Registry

3-3982

ad 2217  
83//

27 August 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Determination of Work Week Applicable to Personnel Assigned to Certain Training Facilities and/or Courses.

REFERENCE : (a) Memorandum Staff Study 30 July 1952, same subject.  
 (b) Memorandum 21 August 1952 from SA/DD(A) to D/TR, same subject.

1. In order that proposed policy be clearly applicable to those receiving training and not applicable to those conducting training, it is recommended that sub-paragraphs (a), (b) and (c), paragraph 5, reference (a), be amended by inserting bracketed words as follows:

- (a) hours spent /as a student/ in Agency-sponsored training activities shall be considered as working hours in determining whether an employee has worked the official work week of forty hours but may not be considered as working hours for purposes of overtime pay and/or compensatory leave.
- (b) hours spent /as a student/ in Agency-sponsored training activities may not be considered as working hours for purposes of night differential.
- (c) employees participating full time /as students/ in training activities sponsored by, but not controlled by, the Agency and who have been relieved of normal duties for that purpose, shall comply with the applicable academic calendar and the laws of the jurisdiction in which located insofar as Holidays are concerned and in lieu of Legal Holidays otherwise applicable to employees.

25X1A

Attachments:  
 Reference (a) and (b)

MATTHEW BAIRD  
 Director of Training

Concurrence:

25X1A

*[Signature]* DD/P

CONFIDENTIAL

AUG 22 1952  
8041 a

21 August 1952

MEMORANDUM FOR: Director of Training

SUBJECT : Determination of Work Week Applicable to Personnel  
Assigned to Certain Training Facilities and/or Courses

1. Attached are your memorandum dated 30 July on the same subject and a memorandum to the Office of Training from the General Counsel dated 1 August, which Mr. [REDACTED] sent to me for my information. Please note Mr. [REDACTED] comments on the routing sheet of your memorandum. I have discussed this briefly with him by phone, and he feels that he could not concur in your recommendations as presently made. He feels the recommended policy, though providing for exemption, is so worded as to be all-inclusive and would, therefore, create some serious morale problems with certain categories of individuals.

25X1A  
25X1A

2. Colonel White was not, and I am not, sure that your recommendations do not cover the situation adequately. However, in view of Mr. [REDACTED] comments, it is suggested that you or someone from your Office discuss with him those types of cases he has in mind. If upon this review you feel that your present recommendations are still adequate, please return them with appropriate comments. If you feel revision is in order, it may be possible to have Mr. [REDACTED] concurrence on the paper when you return it to us.

25X1A  
25X1A

25X1A

Special Assistant to  
Deputy Director  
(Administration)

2 Att

Att 1 - Memo to ADD/A from D/TR,  
30 Jul 52, same subject  
Att 2 - Memo to D/TR from Gen Coun,  
1 Aug 52, same subject

AUG 22 1952  
017016

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Security Information

CONFIDENTIAL  
SECURITY INFORMATION42-2033  
ad 2107  
Executive Registry  
3-1782

30 July 1952

MEMORANDUM FOR: Assistant Deputy Director (Administration)

FROM : Director of Training

SUBJECT : Determination of Work Week Applicable to Personnel Assigned to Certain Training Facilities and/or Courses.

## 1. PROBLEM.

To state Agency policy with regard to (a) Overtime Compensation, (b) Compensatory Leave, (c) Holiday Pay, and (d) Night Differential as applicable to employees participating in Agency-sponsored training activities.

## 2. ASSUMPTIONS.

(a) That even though Agency-sponsored training programs are authorized and conducted for the benefit of the Agency, the participating individual employee derives substantial personal benefits in return for which he should be expected to spend whatever time is required to complete the course of study with maximum attainment.

(b) That (1) applicable general statutes are permissive rather than mandatory, or, (2) that CIA is exempt from the provisions of such general statutes by virtue of the several organic acts applicable to it. (See Attachment A)

## 3. FACTS BEARING ON THE PROBLEM.

A. Employees are now participating in courses at various public and private institutions, both foreign and domestic, in addition to those conducted by the Agency at its own facilities.

Some of the courses require full-time participation by employees with the result that the individuals are relieved of all normal duties and responsibilities during the period of training.

Other courses require less than full-time participation and are undertaken partly during and partly outside official working hours or entirely in addition to normal duties and outside official working hours.

B. Some Offices have requested overtime compensation for employees for hours spent in training in addition to normal duties and outside official working hours.

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SECURITY INFORMATION

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**SECURITY INFORMATION**

C. One Office customarily authorizes overtime compensation for those of its employees who are students in a TR(S) course which regularly involves field problems extending beyond the normal official work day and work week.

D. Current Agency policy is silent as to the problem here presented. See CIA Regulation [redacted]

25X1A

## 4. DISCUSSION.

Training is provided to satisfy a wide variety of Agency requirements and can only be available under a wide variety of conditions and circumstances. Thus, courses now conducted by the Agency at its own facilities or under its immediate control range from one half of a normal work day -- in the case of the Indoctrination Course given new employees -- to four weeks, of which two are spent in a twenty-four hour a day, seven days a week "field" problem, in the case of the Survival Course.

Similarly, training sponsored by the Agency and conducted by public or private institutions is subject to infinite variety as to hours of attendance required, hours of study and research required, etc. Thus, as a practical matter, it is almost impossible to so administer the variables as to achieve an exact forty-hour week made up of proportions of class time and study and suitable to the particular requirements of individual students. If overtime compensation should be encouraged, it would enrich the laggard but would be of little or no advantage to his more able fellow employee.

## 5. CONCLUSIONS.

Consistent with the objectives of simplicity, efficiency, and equality of administration, Agency policy should be that

(a) hours spent <sup>as a student</sup> in Agency-sponsored training activities shall be considered as working hours in determining whether an employee has worked the official work week of forty hours but may not be considered as working hours for purposes of overtime pay and/or compensatory leave.

(b) hours spent <sup>as a student</sup> in Agency-sponsored training activities may not be considered as working hours for purposes of night differential.

(c) employees participating full time <sup>as a student</sup> in training activities sponsored by, but not controlled by, the Agency and who have been relieved of normal duties for that purpose, shall

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SECURITY INFORMATION

comply with the applicable academic calendar and the laws of the jurisdiction in which located insofar as ~~holidays~~ are concerned and in lieu of ~~legal~~ holidays otherwise applicable to employees.

T(4) (d) requests for exception to these policies will be forwarded through normal channels to the Director of Training for recommendation and concurrence and to the Deputy Director (Administration) for approval.

6. ACTION RECOMMENDED.

It is recommended that policies proposed in Paragraph 5 be adopted and that such policies be incorporated into the CIA Regulations.



Attachment A

25X1A

Concurrence:

ACTION BY APPROVING AUTHORITY:

Approved (disapproved), exceptions, if any.

L. K. WHITE  
Assistant Deputy Director  
(Administration)

**CONFIDENTIAL**  
SECURITY INFORMATION

C O P Y

General Counsel

1 July 1952

Office of Training

## Determination of Work Week Applicable to Personnel Assigned to Certain Training Facilities and/or Courses

Reference: Discussion Mr. [REDACTED], May 1952

25X1A

1. As you know, training activities of the Agency during the past year have increased in both scope and variety of facilities available. Employees are now participating in courses at various public and private institutions, both foreign and domestic.

2. Some of the courses require full-time participation by employees with the result that the individuals are relieved of all normal duties and responsibilities during the period of training. Other courses require less than full-time participation and are undertaken partly during normal official working hours and partly outside official working hours or entirely in addition to normal duties and outside official working hours.

3. With regard to the latter categories, i.e., those courses which involve hours in excess of the work day and work week, there has been raised the question as to whether the overtime hours should be compensated at overtime rates. There is the further question of whether night differential is appropriate.

4. With regard to the former categories, i.e., those courses which require that no time be spent on normal duties and responsibilities of the employee's job, there are the inherent questions of (a) overtime rates for hours in excess of the normal work week or on Saturdays, (b) overtime rates for activity required and performed on Holidays not recognized by the institution to which assigned or by the jurisdiction in which located, and (c) whether to charge annual leave for days on which no activity is required because of local holiday not proclaimed as a Federal holiday or because of academic holiday.

5. Current Agency policy is silent as to these matters. See  
25X1A  
CIA Regulation [REDACTED]

Attachment AC O P Y

6. It is proposed that these questions be resolved by policy and appropriate Agency regulation providing that (a) hours spent in Agency-sponsored training activities shall be considered as working hours in determining whether an employee has worked the official work week of forty hours, but may not be considered as working hours for purposes of overtime pay and/or compensatory leave, (b) hours spent in Agency-sponsored training activities may not be considered as working hours for purposes of night differential, and (c) employees participating full time in Agency-sponsored training activities and who have been relieved of normal duties for that purpose shall comply with the academic calendar and the laws of the jurisdiction in which located insofar as Holidays are concerned and in lieu of Legal Holidays otherwise applicable to employees.

7. These policies may be adopted if it is determined that (a) applicable general laws are permissive rather than mandatory, or (b) that CIA is exempt from the provisions of such general laws by virtue of the several organic acts applicable to it.

8. Your legal opinion with regard to (a) and (b) of the above paragraph is requested as soon as possible, since, in the absence of general policy, questions of overtime pay for time spent in Agency-sponsored training activities are not resolved uniformly by the several Offices.

FOR THE DIRECTOR OF TRAINING:

s/

25X1A

Assistant

C O P Y

Executive Registry

3-3982

27 August 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Determination of Work Week Applicable to Personnel Assigned to Certain Training Facilities and/or Courses.

REFERENCE : (a) Memorandum Staff Study 30 July 1952, same subject.  
(b) Memorandum 21 August 1952 from SA/DD(A) to D/TR, same subject.

1. In order that proposed policy be clearly applicable to those receiving training and not applicable to those conducting training, it is recommended that sub-paragraphs (a), (b) and (c), paragraph 5, reference (a), be amended by inserting bracketed words as follows:

- (a) hours spent as a student in Agency-sponsored training activities shall be considered as working hours in determining whether an employee has worked the official work week of forty hours but may not be considered as working hours for purposes of overtime pay and/or compensatory leave.
- (b) hours spent as a student in Agency-sponsored training activities may not be considered as working hours for purposes of night differential.
- (c) employees participating full time as students in training activities sponsored by, but not controlled by, the Agency and who have been relieved of normal duties for that purpose, shall comply with the applicable academic calendar and the laws of the jurisdiction in which located insofar as Holidays are concerned and in lieu of Legal Holidays otherwise applicable to employees.

Attachments:  
Reference (a) and (b)

MATTHEW BAIRD  
Director of Training

Concurrence:

DD/P

CONFIDENTIAL

Assistant Deputy Director (Administration)

24 November 1952

Chief, O & M Service

Proposed Revision of CIA Regulation No. [REDACTED] Time, Leave and Pay

25X1A

1. There is attached hereto for approval and authority to publish proposed revision of paragraphs P, Q and R of CIA Regulation No. [REDACTED] Time, Leave and Pay.

25X1A

2. The revision states the policy with regard to overtime compensation and compensatory leave, holiday pay, and night differential applicable to employees participating in Agency sponsored training activities and is based on the Staff Study submitted by the Director of Training and concurred in by the Assistant Director (Personnel), Comptroller and General Counsel.

3. Since the added paragraphs (indicated by brackets) in the attached Regulation are identical to those in the Staff Study, the attached was recoordinated with the Comptroller and the Office of Training only.

W. L. PEEL

Attchs.

Proposed revision of CIA Reg. No. [REDACTED]

25X1A

Executive Registry
3-5745

Chief of Administration, DD/P

22 December 1952

Chief, Organization and Methods Service

Proposed Revision of CIA Regulation No. [REDACTED]

25X1A

1. There is attached for your review the proposed revision of CIA Regulation No. [REDACTED], Time, Leave, and Pay. 25X1A

2. This revision was proposed by the Assistant Director (Personnel) and incorporates the following changes:

- a. Supervisory responsibility and authority for leave approval have been extended to include advance annual leave, maternity leave and leave without pay (not in excess of 12 months).
- b. The provisions of Section B(6) have been revised in accordance with the Thomas Rider which requires that annual leave earned in one calendar year be used by 30 June of the following year.
- c. Procedures for approving military training leave have been simplified by eliminating Personnel Office processing. The granting of this leave is essentially an administrative matter requiring consideration of workload and related factors which are determined at operating level. Present processing by Personnel Office is mechanical and time-consuming.

3. It will be appreciated if you will return the attached, together with your concurrence or other comment, by 7 January 1953.

W. L. PEEL

Attachment:

Copy of Revision of  
CIA Regulation No. [REDACTED]

25X1A

25X1A

JAN 2 1953

MEMORANDUM FOR: Deputy Director (Administration) NOV 20 1952  
 SUBJECT: Revision of Leave Regulation

1. There is attached a proposed revision of CIA Regulation [REDACTED] 25X1A  
 Sections A-J, Q and T, incorporating the following changes:

a. Supervisory responsibility and authority for leave approval have been extended to include advance annual leave, maternity leave and leave without pay (not in excess of 12 months).

b. The provisions of Section B(6) have been revised in accordance with the Thomas Rider which requires that annual leave earned in one calendar year be used by 30 June of the following year.

c. Procedures for approving military training leave have been simplified by eliminating Personnel Office processing. The granting of this leave is essentially an administrative matter requiring consideration of workload and related factors which are determined at operating level. Present processing by Personnel Office is mechanical and time-consuming.

2. Changes have been indicated by brackets. A few minor editorial changes have been included.

25X1A

[REDACTED]  
Assistant Director (Personnel)

Attachment

Revision of Regulation [REDACTED]

25X1A

(Concurrence) (Non-concurrence)

20 Nov 1952  
Date

25X1A

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JAN 2 1953

## CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

Normally, requests for leave balances should be made to the appropriate Administrative Officer, who will request the desired information from the Finance Office.

## P. Overtime and Compensatory Leave (For Approval see CIA Regulation No. [REDACTED] 25X1A

- (1) Election by the employee to take leave in lieu of overtime compensation (compensatory leave) shall be subject to the restrictions governing overtime and the provisions of this section. Once an election has been made and approved it may not be changed.
- (2) Overtime work shall be authorized and approved for whole hours. Payment will be computed for each whole hour of work, and leave in lieu of overtime compensation will be recorded for each whole hour of work.
- (3) No officer or employee shall be paid, with respect to any pay period, basic salary plus additional compensation at a rate in excess of \$10,330 per annum. Accordingly, compensatory leave cannot be granted in those instances where an employee would not be entitled to overtime compensation.
- (4) Administrative controls governing compensatory leave will be established by each Office head based on policies stated below:
  - (a) It must be taken within the two pay periods immediately following the period in which earned, or forfeiture will result.
  - (b) Entries will be made on official Time and Attendance Reports of all overtime or compensatory leave earned.
  - (c) An adequate check system will be established to insure that overtime was actually worked.
- (5) Hours spent as a student in Agency-sponsored training activities shall be considered as working hours in determining whether an employee has worked the official work week of forty hours but may not be considered as working hours for purposes of overtime pay and/or compensatory leave. Requests for exception to ~~this policy~~ will be forwarded through normal channels to the Director of Training for recommendation and concurrence and to the Deputy Director (Administration) for approval. /

## Q. Holidays

- (1) Work to be performed on a holiday for which holiday pay will be granted will be authorized, approved and paid in the same way as overtime. An employee can be excused or paid holiday rates only for that portion of his tour of duty which actually falls within the 24 hour holiday period, not to exceed 8 hours. Compensatory leave cannot be granted in lieu of holiday pay.

-10-

(2) The following days are established by law as Legal Holidays:

1 January	New Year's Day
22 February	Washington's Birthday
30 May	Memorial Day
4 July	Independence Day
First Monday of September	Labor Day
11 November	Armistice Day
Fourth Thursday of November	Thanksgiving Day
25 December	Christmas

(a) Whenever any of the above holidays fall on Sunday:

(1) The following Monday will be officially observed as the holiday by employees whose regular workweek is Monday through Friday.

(2) Sunday will be officially observed as the holiday by employees whose regular workweek includes Sunday.

(b) When a Legal Holiday falls on other than Sunday, there will be no additional nonworkday unless proclaimed by the President as indicated in (c) below.

(c) Holiday provisions other than those specified by law are announced by Presidential Proclamation, and employees will be officially notified.

*(3) Employees participating full time as students in training activities sponsored by, but not controlled by, the Agency and who have relieved of normal duties for that purpose, shall comply with the applicable academic calendar and the laws of the jurisdiction in which located insofar as ~~holidays~~ are concerned and in lieu of Legal Holidays otherwise applicable to employees. Requests for exception to ~~these~~ <sup>his</sup> ~~particular~~ will be forwarded through normal channels to the Director of Training for recommendation and concurrence and to the Deputy Director (Administration) for approval.*

R. Night Differential

(1) An additional 10 percent of an employee's base pay will be allowed for each whole hour of work performed between the hours of 6:00 P.M. and 6:00 A.M. (Standard, Daylight Saving, or other, depending upon time observed locally) when such hours fall within the employee's regularly scheduled tour of duty. Night differential cannot be claimed for time used in obtaining meals.

(2) Payment of night differential may be authorized for night work performed when an employee is temporarily assigned to a regularly scheduled tour of duty other than his own. Proper notations, in support of such payments, must appear on the Time and Attendance Report.

*(3) Hours spent as a student in Agency-sponsored training activities may*

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**CENTRAL INTELLIGENCE AGENCY REGULATION**

25X1A

not be considered as working hours for purposes of night differential. Requests for exception to this policy will be forwarded through normal channels to the Director of Training for recommendation and concurrence and to the Deputy Director (Administration) for approval.<sup>7</sup>

**S. Terminal Pay**

Annual leave must be liquidated by a lump sum payment when an employee is separated from the Federal Service.

**FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:**

25X1A

**Deputy Director Effective:**  
**(Administration) Rescind : Pages 10-11 of**  
**6 January 1952**

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**Security Information**

ER3-919

## Office Memorandum • UNITED STATES GOVERNMENT

**TO** : Assistant Deputy Director (Administration) **DATE:** 28 November 1952

**FROM** : Chief, O & M Service

**SUBJECT:** Proposed Revision of CIA Regulation No. [REDACTED], Travel. **25X1A**

1. It has been recommended by the Assistant Director (Personnel) and the Comptroller that paragraph B of CIA Regulation No. [REDACTED] be 25X1A revised by deleting the following sentence, "Armed Services personnel shall give the necessary data to the Military Personnel Division, Personnel Office, for the preparation of vouchers and submission to the Fiscal Division." The reasons stated for this deletion are:

a. The Military Personnel Division is primarily interested in travel authorizations and travel performed by members of the Armed Services.

b. It is general governmental and CIA policy that an individual traveler prepare his own travel claim. Assistance can be obtained from the traveler's administrative officer.

c. Paragraph A(7)(b) of CIA Regulation No. [REDACTED] provides necessary information for the routing of military travel authorizations. DD/P Notice No. [REDACTED] dated 22 October 1952 indicates the formalized procedures used to authorize travel and certify vouchers against allocated funds in the DD/P complex. **25X1A**

2. It is recommended that the attached amendment be approved for publication.

 25X1A

W. L. PEEL

Attn:

Proposed revision of CIA Reg. No. [REDACTED]

25X1A

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28 Nov 1952  
Memorandum

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20 November 1952

MEMORANDUM FOR: Deputy Director (Administration)

THRU : (1) Assistant Director (Personnel)  
(2) Chief, Organization & Methods

FROM : Comptroller

SUBJECT : Correction of CIA Regulation [redacted] dated  
5 September 1952

25X1A

1. There is attached hereto an amended paragraph 1. B. to subject Regulations which deletes the sentence "Armed Services personnel shall give the necessary data to the Military Personnel Division, Personnel Office, for the preparation of vouchers and submission to the Fiscal Division."

2. It has always been general government and CIA policy that an individual traveler prepares his own travel claim. Assistance can be obtained from the traveler's administrative officer, the Travel Section of the Fiscal Division or the Military Personnel Division, as appropriate. Though the Military Personnel Division is interested in travel performed by members of the Armed Services, the CIA Regulations [redacted] P.P. A. (7) (b) provides necessary informative data through routing of travel orders.

25X1A

3. It is recommended that the attached amended regulation be approved as submitted.

25X1A

[redacted]  
E. R. SAUNDERS

*mark*  
Attached:  
Amendment

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CONTRACTOR

**RESTRICTED**  
SECURITY INFORMATION

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Security Information

- 3 NOV 1952

MEMORANDUM FOR: Comptroller

SUBJECT: Correction of CIA Regulation [REDACTED] dated 25X1A  
5 September 1952

REFERENCE: a. Paragraph 1B, Regulation Number [REDACTED] dated 25X1A  
5 September 1952  
b. Paragraph 7(b), CIA Regulation [REDACTED] dated 26 February 1952  
c. DDP Notice [REDACTED] dated 22 October 1952 25X1A

1. Recommend deletion of that portion of Paragraph 1B, Travel Accounts, CIA Regulation [REDACTED], which states "Armed Services personnel shall give the necessary data to the Military Personnel Division - Personnel Office, for the preparation of vouchers and submission to the Fiscal Division". The Military Personnel Division is not in a position to prepare and submit vouchers. It is accepted practice for the Office to which an individual is assigned to prepare and certify such vouchers. 25X1A

2. The Military Personnel Division is primarily interested in travel authorizations and travel performed by members of the Armed Services for determination of line of duty. This is covered by the portion of Agency regulations cited in reference (b).

3. Reference (c) indicates the formalized procedure used to authorize travel and certify vouchers against allocated funds in the DD/P complex.

[REDACTED]  
W. H. H. MORRIS, JR.  
Assistant Director (Personnel)

25X1A

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COMBISOFFER

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Security Information

CENTRAL INTELLIGENCE AGENCY REGULATION

16 September 1952

C. Per Diem

(a) (1) Except as otherwise provided in this regulation, civilian  
A. staff employees shall be authorized and paid per diem in

(1)

lieu of subsistence while in a travel status in the continental United States in accordance with the provisions

(a)

contained in the Standardized Government Travel Regulations and shall be authorized and paid per diem while in a travel

(1)

status outside the continental United States in accordance with the provisions of the Foreign Service Travel Regulations and Bureau of the Budget Circular A-7.

(2) Military personnel (officers and enlisted men) shall

normally receive the same rate of per diem as civilian staff employees when traveling under similar conditions.

Per diem payments authorized for military personnel shall be in accordance with the provisions of the applicable regulations mentioned in paragraph C (a) (1) above and this regulation and/or the Joint Travel Regulations for the Uniformed Services, effective 1 April 1951. The Agency travel orders written to cover the travel of military personnel shall specify in each case the basic regulation governing the travel and the rate(s) of per diem authorized.

(b) For extended periods of temporary duty at the same post in the United States, the following schedule of maximum per diem rates shall apply:

-1-

SECRET  
Security Information

## CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

(1) Newly recruited civilian personnel and military officers without dependents, on temporary duty at Washington enroute to their first overseas station, or placed on temporary duty at a point in the United States other than Washington for training or other official purposes, may be authorized per diem not in excess of the following rates:

The first 30 days @ \$9.00 per day

The next 90 days @ \$4.50 per day

The next 60 days @ \$1.50 per day

(2) Military enlisted personnel who are entitled to and are being paid allowances for separate quarters and rations and who are on temporary duty at Washington enroute to their first overseas station, or placed on temporary duty at a point in the United States other than Washington for training or other official purposes, may be authorized a supplemental per diem by the Agency in accordance with the following schedule in order to bring the total allowance of enlisted men up to the rate of per diem which would be authorized for civilian employees serving under similar conditions:

(a) Single man living out and drawing separate military rations and quarters.	Agency per diem minus \$4.28 per day rations and quarters allowance.
---	--

-2-

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Security Information

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

(b) Married or single man living in barracks or other government quarters and drawing separate military rations. Agency per diem minus 1/5 for quarters furnished and minus \$2.57 per day rations allowance.

(c) Married man or single man with dependents living out and drawing separate rations. Agency per diem minus \$2.57 per day rations allowance.

(d) All other personnel, regardless of dependency status, who are on authorized temporary duty in the United States may be authorized per diem not to exceed the following rates:

The first 60 days @ \$9.00 per day

The next 60 days @ \$6.00 per day

The next 60 days @ \$3.00 per day  
not

(e) Absence of ten days or less shall be considered as interrupting the continuity of temporary duty at the same post.

(f) The following rules shall apply respecting the authorization or payment of per diem to Agency civilian or military personnel who use U. S. Government operated messing and billeting facilities while on temporary duty at a post or posts:

(g) Whenever personnel are assigned to temporary duty at a training site or similar installation for a relatively long period (15 days or more) and it is known that they

-3-

SECRET  
Security Information

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

will receive subsistence and lodging while at the site without cost, they will not be authorized a per diem. In such cases, the travel orders should stipulate that the individual is authorized per diem for the period spent enroute to and from the site and authorized actual subsistence and quarters while at the site.

(A) Whenever personnel are assigned to temporary duty at a training site or similar installation for a relatively long period (15 days or more) and it is known that they will be required to pay for their meals and/or lodgings, they should be authorized a per diem while at the site. However, the rate of per diem authorized should be based upon the actual costs which the individuals would be required to pay for such meals and/or lodgings.

(B) Personnel in a temporary duty status who use Government operated messing and billeting facilities intermittently and/or for short periods may be authorized an appropriate per diem up to the maximum allowable. In such cases, the individual shall pay to the Government facility such charges as may be levied for meals and/or quarters furnished and claim reimbursement from the Agency for the full amount of per diem authorized. However, if the Government installation furnishes meals and/or lodgings without cost, the

-4-

SECRET  
Security Information

## CENTRAL INTELLIGENCE AGENCY REGULATION

individual is required to make deductions on his travel reimbursement account for one-fifth of the rate of his per diem for each meal and/or lodging furnished without cost.

(b) Personnel traveling in areas where Government operated messing and billeting facilities are available to them are required to state on their travel reimbursement account that they did, or did not, use such facilities with or without cost.

(c) Per diem rates provided by Standardized Government and Foreign Service Travel Regulations represent the maximum rates allowable, not the minimum. It is the responsibility of Agency officials authorized to issue travel orders to see that travel orders authorize only such per diem allowances as are justified by the circumstances surrounding the travel. Officials authorized to issue travel orders will reduce the stipulated rates whenever available information indicates the maximum rates will exceed the necessary official expenses.

(d) Per diem in excess of the rates stipulated above for temporary duty in the United States, and per diem for continuous temporary duty in excess of 180 days either in the United States or overseas may be authorized only with the personal approval of the Deputy Director, Assistant Director, or Office Head concerned.

25X1A

Deputy Director:  
(Administration)

-5-

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Security Information

(NOTE:

25X1A      The present subparagraphs (c) and (d) of paragraph C of  
                  CIA Regulation [REDACTED] should remain unchanged in text, but  
                  would be renumbered as subparagraphs (f) and (g) following  
                  the above proposed revision.)

20 June 1952

TO: Deputy Director (Administration)

FROM: Comptroller

THRU: Chief, General Services

SUBJECT: Establishment of Standard Per Diem Procedures

1. **PROBLEM.**--To provide a consistent policy and a standard procedure governing the authorization and payment of per diem in lieu of subsistence to staff employees of CIA, as requested by ADD/A memo dated 22 May 1952, attached hereto as TAB A.
2. **FACTS BEARING ON THE PROBLEM.**--The basic regulations governing the authorization and payment of per diem in lieu of subsistence to U. S. Government civilian and military personnel are as follows:
  - a. The Standardized Government Travel Regulations, which define per diem, regulate the conditions under which it can be paid, prescribe methods of computation, and establish maximum rates which may be paid in the United States.
  - b. The Foreign Service Travel Regulations, and Bureau of the Budget Circular A-7, which govern rates and payment of per diem to CIA employees outside the United States.
  - c. Joint Travel Regulations for the Uniformed Services effective 1 April 1951, which establish standards for payment of per diem to military personnel, but also provide that military personnel assigned to civilian agencies may travel and receive per diem, per the regulations of such agencies when the payments involved are equal to or in excess of those granted by the above mentioned military regulation.
  - d. Various Decisions of the Comptroller General of the United States, which modify or limit, by interpretation, the various regulations pertaining to the authorization and payment of per diem.

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The per diem in lieu of subsistence authorized and paid to CIA staff employees should be in accordance with the standards prescribed by, and within the maximum rates set by the above mentioned regulations. Since all of the above regulations are available in printed form for necessary distribution within the Agency there appears to be no necessity for physically reproducing; and incorporating; them into the Agency regulations, except by reference.

25X1A

3. DISCUSSION.--Attached hereto as TAB B is a proposed CIA regulation in the form of an amendment to CIA Regulation [REDACTED]. The purpose of this proposed regulation is to reference the basic regulations governing the payment of per diem to all CIA employees, and to make specific provision or establish specific limitations governing the payment of per diem to certain groups or categories of employees. In drafting the proposed regulation an attempt was made to combine therein the provisions already adopted in practice under the following listed regulations, agreements, and memoranda presently in existence:

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a. Attached as TAB C is a copy of the present CIA Regulation [REDACTED], Paragraph C, which sets forth the maximum per diem which may be paid to employees serving continuously in a TDY status at the same post in the United States.

b. Attached as TAB D is a memo dated 14 July 1949 which was concurred in by OSO, OPC, Personnel, and Finance, which provides maximum rates of per diem which may be paid to new employees while engaged in training and indoctrination duties in Washington or at other points in the United States before proceeding to their permanent overseas stations. It will be noted that the rates prescribed in TAB D are in some cases less than the maximum allowed by the present CIA Regulation [REDACTED]. Although TAB D was never formally incorporated into the CIA regulations it has been more or less consistently applied with respect to per diem payments made from unvouchered funds to new employees hired by the covert offices for overseas duty.

c. Attached as TAB E is copy of a memo released by the Military Personnel Division prescribing rates of per diem for various categories of enlisted military personnel while they are in a TDY status in Washington en route to permanent overseas assignments.

d. Attached as TAB F are copies of various memoranda and instructions pertaining to the establishment of per diem and/or the furnishing of quarters and subsistence for employees assigned to the [REDACTED] Centers.

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4. RECOMMENDATION.--That TAB B, which is a composite statement of the procedures set forth in TABS C through F, be approved for release as a revision of CIA Regulation [REDACTED] Paragraph C.

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[REDACTED]  
25X1A

for E. R. SAUNDERS

CONCURRENCES:

See attached comments  
Chief, General Services

[REDACTED] (TAB G)\*

25X1A

*Acting*  
General Counsel

12 Aug. 52

25X1A

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Approved For Release 2001/09/03 : CIA-RDP81-00728R000100130010-9

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100130010-9

CIA REGULATION

PARAGRAPH C, (a) AND (b)

25X1A

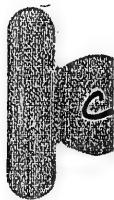
C. Per Diem and Mileage

(a) Per diem and mileage rates provided under existing laws and regulations represent the maximum allowable. Officials authorized to issue travel orders will reduce the stipulated rates whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses.

(b) For extended periods of temporary duty at the same post in the United States, normally the following schedule of maximum rates shall apply:

First 60 days	\$9.00
Second 60 days	6.00
Third 60 days	3.00

Absence of ten days or less shall not be considered as interrupting the continuity of temporary duty at the same post.



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COMINTORGEB

FINNACE DIV 222

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14 July 1949

SUBJECT: Establishment of Uniform Policies and Rates for the Payment of Subsistence Per Diem from Confidential Funds

1. General

Pursuant to the provisions of Public Law 92 and CIA Administrative Instruction No. [REDACTED], your concurrence is requested to the adoption of the following uniform per diem policies and rates:

25X1A

2. Rates to be Paid

a. Employees in Washington on TDY enroute from place of residence (where hired) to permanent overseas posts shall be authorized per diem at the following rates:

Employees with Dependents

60 days @ \$9.00 per day  
60 days @ 6.00 per day  
60 days @ 3.00 per day

Employees without Dependents

30 days @ \$9.00 per day  
90 days @ 4.50 per day  
60 days @ 1.50 per day

No per diem will be authorized at rates in excess of the above or for periods in excess of 180 days of continuous domicile in Washington, D. C.; except upon the specific approval of the Assistant Director and after review of the extenuating conditions warranting further per diem payments.

b. Employees in Washington on TDY enroute from old overseas posts to new overseas posts; employees on official TDY in Washington who are to return to their official stations abroad; and employees stationed in the United States who are on TDY at points in the United States away from their official station, shall be authorized per diem at the following rates without regard to dependency status:

60 days @ \$9.00  
60 days @ 6.00  
60 days @ 3.00

No per diem will be authorized at rates in excess of the above or for periods in excess of 180 days continuous domicile at any one point in the United States, except upon the specific approval of the Assistant Director and after review of the extenuating conditions warranting further per diem payments.

c. Employees in a travel status outside the United States shall be authorized per diem at the maximum rates provided for in Bureau of the Budget Circular A-7 at the various points visited on TDY. Maximum per diem rates will be authorized for continuous TDY status at any one overseas point for a period of 60 days. Additional per diem will be authorized after review by the Assistant Director concerned, at rates warranted by the circumstances.

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3. Special subsistence occasioned by the nature of the temporary duty performed which reduces the subsistence cost of individuals will be considered by recommending and authorizing officials with the view toward the reduction of the uniform rates to an amount not in excess of that required to meet the necessary official travel expenses under the circumstances.

25X1A

[REDACTED]  
Covert Deputy Budget Officer

Concur:

ADSO

ADPC

CPB

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CENTRAL INTELLIGENCE AGENCY  
Washington 25, D. C.

13 June 1952

MEMORANDUM TO: Operating Divisions  
FROM : Military Personnel Division  
SUBJECT : Payment of Per Diem to Enlisted Military Personnel

1. Agency military personnel are stationed PCS Washington in the military sense, regardless of actual location. The Agency therefore previously authorized the payment of per diem to military officers temporarily in the Washington area pending overseas shipment. Requests for payment of per diem to enlisted military personnel have been disapproved on the ground that these personnel draw military allowances for rations and quarters.

2. In order to insure equal treatment for enlisted military personnel, it has been decided that a differential between Agency per diem and the military allowances can be paid to enlisted men who otherwise meet the requirements for payment of Agency per diem. This determination has been approved by the Office of the General Counsel, Personnel Director, Chief, Finance Division, and Chief, Military Personnel Division.

3. The procedure to be followed will be similar to that currently in use for military officers. Individual memorandum requests will be submitted by the operating division to the Chief, Finance Division, through the Chief, Military Personnel Division. An extra copy should be included, marked for return to the operating division. This copy will serve the two-fold purpose of informing the division of the approval or disapproval of the request and also of showing the division the correct dates and category (see paragraph 4) to be used in preparation of the vouchers. The vouchers can be submitted directly to the Finance Division, but should not be submitted until the memorandum requesting per diem has been approved by the Military Personnel Division. It should be noted that this procedure refers only to those cases where per diem is requested on military personnel temporarily in Washington pending overseas transfer.

4. The following schedule of payments is authorized for enlisted men. This schedule is furnished for information only, as the Military Personnel Division will determine the proper category from the individual's pay records at the time of approval.

<u>CASE</u>	<u>PAY</u>
Single man living out and drawing separate military rations and quarters.	Agency per diem minus \$4.28 per day rations and quarters allowance.

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CONFIDENTIAL

COMPTROLLER

Comptroller Information

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AUG 12 3 20 PM '52

b. Married or single man living in barracks or other government quarters and drawing separate military rations.

Agency per diem minus 1/5 for quarters furnished and minus .257 per day rations allowance.

c. Married man or single man with dependents living out and drawing separate rations.

Agency per diem minus .257 per day rations allowance.

5. Since pay records are not available on personnel no longer in the Washington area, no retroactive claims can be approved. Military Personnel will approve claims only from 1 June 52.

6. It is requested that these memorandums be submitted as soon as possible after the arrival of the individual in the Washington area. This will allow a determination of the proper payment while the pay records are still available, and will lessen the chance of military personnel incurring large debts while awaiting overseas shipment.

7. Questions regarding this procedure may be directed to the Personnel Branch of this Division on extension 2735 or 665.

25X1A

Lieutenant Colonel, USAF  
Deputy Chief, Mil Pers Div

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CONFIDENTIAL

Security Information

13 May 1952

Chief, Military Personnel Division

Personnel Director

Payment of Per Diem to Enlisted Military Personnel

1. Your memorandum of 18 April 1952 requests authorization for payment of per diem allowance to enlisted personnel stationed temporarily in Washington pending overseas assignment.

2. The authority for the present practice of paying per diem to officers with PCS order to Washington, awaiting overseas assignment, is Confidential Funds Regulation [REDACTED] paragraph a. This same authority may be used for per diem payments to enlisted personnel so assigned except that the rations and quarters allowance cited in your memorandum are not considered part of the basic remuneration. 25X1A

3. Therefore, it is determined that a differential allowance representing the difference between the enlisted allowance cited and the Agency per diem may be paid enlisted personnel stationed temporarily in Washington awaiting overseas assignment.

4. This differential allowance will be subject to standard service regulations for reductions by reason of government quarters furnished, and to CIA Regulation [REDACTED] and other applicable regulations on payment of per diem. 25X1A

GEORGE E. MCDOON

APPROVED:

25X1A

[REDACTED]  
OFFICER OF GEN. COUNSEL

13 MAY 1952  
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Security Information

18 April 1952

Personnel Director, 200 North Building

Chief, Military Personnel Division

Payment of Per Diem to Enlisted Military Personnel

1. This Division has recently been requested to approve the payment of per diem to enlisted men assigned to the Agency. In addition to several specific requests, we have received a letter from FE requesting that these payments in general be authorized. The requests point out that per diem is authorized for civilians and military officers in the same or like situations. It is also pointed out that many enlisted personnel suffer financial hardship while temporarily stationed in the Washington area prior to overseas shipment.

2. Present policy allows the payment of per diem to military officers assigned PCS Washington for a short period pending overseas assignment. The agency, in these cases, considers the military PCS as TDY in nature. This Division has disapproved requests for payment of per diem to enlisted personnel, as these personnel draw some type of military allowance. If they have no dependents, for example, MDP places them on a separate military rations and quarters allowance totalling \$112.50 per month. Generally speaking, the enlisted man draws around \$3.75 per day, while the civilians and officers draw \$9.00. The military services have deemed this allowance adequate; however, the adequacy of \$3.75 per day in the Washington area is open to question.

3. In view of the possible hardship suffered by enlisted personnel, it is requested that this Division be authorized to approve a differential allowance between the enlisted man's military allowance and the regular Agency per diem.

25X1A

Colonel, USAF  
Chief, Military Personnel Div.

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20 May 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : [REDACTED] - Mess Facilities

25X1A

REFERENCE : (a) "Delegation of Authority" dated 17 December 1951, from Deputy Director (Administration)

(b) Project Review Committee Action to equip and maintain [REDACTED] dated 31 January 1952

(c) "Funds for Operation, FY52", dated 18 March 1951, for Comptroller

25X1A

1. PROBLEM

To establish and maintain mess facilities [REDACTED] for the following categories of personnel:

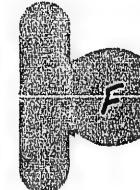
25X1A

- a. Students (On TDY [REDACTED])
- b. Enlisted personnel not on separate rations
- c. Commissioned and enlisted personnel on separate rations
- d. Civilian personnel (TDY [REDACTED])
- e. Civilian personnel (PCS [REDACTED])

25X1A

2. FACTS BEARING ON THE PROBLEM

- a. Reference (b) above authorizes mess facilities be constructed and equipped [REDACTED]
- b. Reference (c) above approved expenditure of funds for rations during June (FY52); 225 rations per day, 30 days, @ \$1.50 each ration, total allocation \$10,125. Adequate estimates are included in FY53 budget for rations on the basis of anticipated student load during FY53. Estimates will be revised at the time FY54 estimates are submitted.



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o. Students on TDY [redacted] for training purposes would ordinarily be entitled to a per diem allowance; however, it is proposed that rations and quarters be furnished to them in lieu of such allowances.

d. Enlisted personnel not on separate rations are entitled to rations without charge

e. All other categories listed above ordinarily are required to pay an established rate for all meals consumed.

25X1A

### 3. DISCUSSION

The following are some of the principal factors to be considered in determining the type of mess facilities to be established in order to best serve the needs of the categories of personnel indicated in paragraph #1:

a. Students receiving quarters and rations in lieu of per diem will contribute no financial support to the operation of the mess.

b. Enlisted personnel not on separate rations will contribute no financial support to the operation of the mess.

c. Frequent training operations requiring field mess facilities will create abnormal costs for which contributing employees could not be expected to pay. Because of these operations  $1\frac{1}{2}$  rations each student per day is required.

d. In the absence of a comparable experience factor as a basis, it is estimated the direct cost of operation of a government operated mess will approximate \$10,000 monthly or \$120,000 annually. However, this direct cost will be partially off-set by savings affected administratively by students being furnished meals and quarters in lieu of a per diem payment. Fluctuation of student load and [redacted] ration charge will alter this cost.

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### 4. CONCLUSION

After full consideration and discussion with representatives of the Finance Division of all the aspects of the problem, it is believed that the establishment of a government operated mess is the most practical and efficient means of solving the messing requirements [redacted]

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**5. ACTION RECOMMENDED**

25X1A

Approval to establish and maintain a government operated  
mess [REDACTED] in accordance with the attached plan.

MATTHEW BAIRD  
Director of Training

1. Attachment  
25X1A [REDACTED] Mess Plan

CONCURRENCE: APPROVED:

/s/  
General Counsel

Deputy Director (Administration)

\_\_\_\_\_  
Date

25X1A

/s/  
Asst. Comptroller

/s/  
Inspection & Security

Distribution:

- 1 - General Counsel
- 1 - Comptroller
- 1 - Inspection & Security
- 1 - D/OTR
- 1 - AD/TR(S)
- 2 - [REDACTED]
- 1 - BFO/OTR

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**MESS PLAN**

25X1A

**1. RATIONS**

25X1C

**2. COLLECTIONS**

Cash collections for meals consumed will be made from all personnel except students and enlisted personnel not on separate rations, for whom proper identification will be issued. Cash registers with tapes will be utilized for controlling collections.

**3. RATES**

Tentatively the charge per meal will be approximately \$.50 based on ration cost and consideration of prevailing comparable services [REDACTED] varies from \$1.30 to \$1.50 each). Rates will be subject to change by the Area Commandant on the basis of experience factor after a reasonable period of operation.

25X1C

**4. DISPOSITION OF CASH COLLECTIONS**

For the interim period of operation, cash collections for meals will be scheduled monthly to the Finance Division for deposit to Miscellaneous Receipts.

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Security Information

DPY

Resident Director, [REDACTED]  
 Personnel Director [REDACTED]  
 THRU : Military Personnel Division

25X1A

[REDACTED] 9 July 1951 25X1A

Administrative Procedure for Military Personnel Attending School  
 Reference: Memorandum 1 June 51 Subject: Administrative Procedure,  
 [REDACTED]

25X1A

1. Paragraph 1(g) of referenced memorandum authorizes quarters be furnished trainees at a rate of 60 cents per day and meals provided at a rate of \$2.00 per day.

25X1A

2. Enlisted military personnel with no dependents are paid a monetary allowance in lieu of rations and quarters in accordance with AR [REDACTED] where military facilities are not available to provide these requirements in kind. The enlisted men on duty with the Agency are paid the proper allowances at the end of each month.

25X1A

3. Therefore, it is recommended that enlisted personnel in a training status at your training center be charged for quarters and rations at the rates indicated above, and that collection be made from each individual immediately after each monthly pay day.

4. This action has been discussed as a matter of policy with Mr. [REDACTED] of Finance Division, a copy of this memorandum being sent to him for information.

25X1A

[REDACTED]  
 Lt. Col., USAF  
 Chief, Military Personnel Division

RCL/prm

7/1/51 11:30 AM '51  
 COMINT OFFICE  
 CONFIDENTIAL

ENCL 1222  
 VAC 15 3 50 AM '51  
 RECEIVED [initials]

**Next 1 Page(s) In Document Exempt**

**SECRET**

Security Information

MEMORANDUM FOR: Comptroller 16 July 52  
 FROM : Chief, General Services  
 SUBJECT : Establishment of Standard Per Diem Procedures

25X1A

As a result of a meeting 14 July 52 between Mr. [REDACTED] Comptroller's Office and Mr. [REDACTED] this office, the following recommendations are submitted 25X1A for Tab "B" of the attached staff study on the above subject:

a. That the per diem rates in paragraph C(b)(1) read:

"The first 30 days @ \$9.00 per day  
 The next 90 days @ \$4.50 per day  
 The next 60 days @ \$1.50 per day"

b. That the per diem rates in paragraph C(b)(3) read:

"The first 60 days @ \$9.00 per day  
 The next 60 days @ \$6.00 per day  
 The next 60 days @ \$3.00 per day"

c. That paragraph C(c)(1) be amended to read:

"Whenever personnel are assigned to temporary duty at a training site or similar installation for a relatively long period (15 days or more) and. . . "

d. That paragraph C(c)(2) be amended to read:

"Whenever personnel are assigned to temporary duty at a training site or similar installation for a relatively long period (15 days or more) and. . . "

25X1A

\* NOTE

The above changes have been made in int  
 on the draft of the proposed procedure TAB-B.

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 Since retyped for  
 clean copy - [REDACTED]

25X1A

RESTRICTED

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 11 December 1950

FROM : Comptroller

SUBJECT: Proposed Amendment to Administrative Instruction [REDACTED]  
dated 6 January 1950

25X1A

1. It is recommended that Administrative Instruction [REDACTED] 25X1A  
subject - "Travel, Allowances and Related Expenses", under date of  
6 January 1950, be amended to provide plane accommodations for  
children under two years of age in cases involving undue hardship  
on parents.

2. This can be accomplished by adding the following section  
to paragraph 1:

"i. Plane accommodations for children Under Two Years of Age.

In cases of undue hardship on parents incurred in the  
holding of children under two years of age on long journeys,  
seat accommodations will be furnished the children if desired  
by the traveler and set forth in the Request for Travel Order.  
The approval of a request by the initiating office will be  
deemed a certificate of necessity."

[REDACTED] 25X1A

E. R. SAUNDERS

25X1A

*Included in next  
series -  
[REDACTED]  
for  
77 ver.*

RESTRICTED

Security Information

25X1A

CENTRAL INTELLIGENCE AGENCY REGULATION

1. TRAVEL (See Regulation No. [REDACTED])

25X1A

A. Travel and Related Items

Travel and transportation expenses, and expenses incident thereto, including those incurred in the movement of dependents, household goods and personal effects, may be paid to or on behalf of employees in accordance with the provisions of Public Law 600 - 79th Congress, Public Law 92 - 81st Congress, Public Law 830 - 81st Congress, Agency and other appropriate legislation, regulations issued thereunder, the Standardized Government Travel Regulations, the Foreign Service Regulations, and as specified in Agency Regulations.

B. Travel Accounts

Travel vouchers must be submitted to the Fiscal Division upon completion of each trip or at the end of each calendar month in case of extended travel. Vouchers for travel authorized by Chiefs of overseas Missions shall be submitted to the appropriate Mission official for processing. Armed Services personnel shall give the necessary data to the Military Personnel Division, Personnel Office, for the preparation of vouchers and submission to the Fiscal Division. Copies of regulations pertaining to travel may be obtained from the Fiscal Division in addition to advice as to the preparation and submission of vouchers.

C. Per Diem and Mileage

- (a) Per diem and mileage rates provided under existing laws and regulations represent the maximum allowable. Officials authorized to issue travel orders will reduce the stipulated rates whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses.
- (b) For extended periods of temporary duty at the same post in the United States, normally the following schedule of maximum rates shall apply:

First 60 days	-	\$9.00
Second 60 days	-	6.00
Third 60 days	-	3.00

Absence of ten days or less shall not be considered as interrupting the continuity of temporary duty at the same post.

- (c) An individual employed for overseas duty from a point outside the metropolitan area of Washington, D. C. may be authorized, in the order directing

-1-

RESTRICTED

Security Information

[REDACTED] BISCALE (DRAFTS)

2 of 4

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Security Information

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

his travel, a per diem in lieu of subsistence at the rates provided in paragraph C.(b), above, while he is in a temporary duty status in Washington, D. C., or any other point in the United States except the place of appointment, provided that:

- (1) (a) The Agency has notified the individual in writing that his appointment is for overseas duty, and has secured from the appointee, in writing, an agreement to accept overseas assignment. If this agreement does not designate a specific overseas post it must show that the appointee has agreed without reservation to accept employment at any overseas post to which he may be assigned.
- (b) A statement is placed in the Travel Authorization specifying the intent of the Agency to assign the individual to an overseas post upon completion of temporary duty in the United States. The point of overseas duty must be specified when travel expenses are to be paid from voucherized funds. When utilizing unvouchered funds, the general area to which the individual will be assigned may be indicated.
- (2) The individual will not be required to refund any per diem previously paid to him in accordance with Agency regulations if the original intent of the Agency should change while the individual is in a temporary duty status in the United States and it is decided that he will be assigned to a departmental position; or, if he resigns under circumstances considered by the Assistant Director (Personnel) or his designee to be in the best interests of the Agency. If either of these occurs the individual will be notified immediately and the Office concerned will amend the individual's travel order to stop per diem accruals effective as of that date.
- (3) An individual who, for personal reasons not considered by the Assistant Director (Personnel) or his designee to be in the best interest of the Agency, resigns before accepting overseas assignment, or an individual who refuses for personal reasons to accept overseas assignment, after having initially agreed to do so, will be required to refund any amounts paid to him for per diem and his travel expenses to his point of temporary duty while in a temporary duty status on the assumption that he would accept an overseas assignment. 7
- (d) Per diem payable to an employee incident to temporary duty travel abroad and to him and his immediate family 7 incident to travel abroad on permanent change of station, home leave, or travel to first post of duty, and return therefrom, shall be in accordance with applicable provisions of the Foreign Service Regulations.

-2-

RESTRICTED

Security Information

Security Information

25X1A

CENTRAL INTELLIGENCE AGENCY REGULATION

- (1) It is the policy of this Agency that where payment of travel expenses of dependents of employees is authorized and such dependents travel with the employee by the most economical usually traveled route, full reimbursement will be made from official funds for accommodations which will enable the employees and his dependents to be together provided accommodations furnished are the lowest first-class facilities available on the means of transportation used.
- (2) In those cases where dependents accompany an employee on other than the most economical usually traveled route, the difference in cost of transportation must be borne by the employee.

D. Local Personnel

Personnel including natives and foreign nationals hired locally by Chiefs of Missions normally will receive travel expense, allowances and other benefits as dictated by local custom, and, whenever possible, practices followed by other governmental activities. Employment documents or contracts for services must set forth the details of the arrangement in each case. ]

25X1A

25X1A

Deputy Director Effective:

(Administration) Rescind : Pages 1 - 2  
1 April 1951

-3-

RESTRICTED

Security Information

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SECURITY INFORMATION

16 November 1951

*for:*

MEMORANDUM TO: Deputy Director (Administration)

25X1A

SUBJECT: Revision of CIA Regulation No. [REDACTED] Travel

1. The attached revision of CIA Regulation No. [REDACTED] incorporates the following changes: 25X1A

(a) Paragraph C(c) has been added to provide for payment of per diem to new employees while on temporary duty in the United States.

(b) The former paragraph C(c) has been relettered C(d) and has been revised to simplify the preparation of Travel Orders.

(c) Paragraph D, Local Personnel, except for the phrase "including natives and foreign nationals" is the same as paragraph C. in CIA Regulation No. [REDACTED] This paragraph will be deleted from Regulation No. [REDACTED] as soon as other pending revisions have been coordinated. 25X1A

25X1A

2. Coordination has been effected as follows:

General Counsel	OPC
Comptroller	OSO
Auditor	OO
Personnel	Commo
Admin. Services	

(a) The General Counsel commented on the revision of payment of per diem in lieu of subsistence (1(a), above) and recommended addition of a statement to the effect that Travel Orders should specify the point of overseas duty in most instances. Such a statement has been added and coordinated with the General Counsel, OO, OSO, OPC and Commo by telephone.

(c) Comments received from Personnel, Administrative Services, Auditor and OO were made for purposes of clarification and have been included in the attached without further coordination.

3. Recommend approval.

25X1A

JAMES D. ANDREWS  
Advisor for Management

Attchs.

~~RESTRICTED~~  
SECURITY INFORMATION

DEC 4 1951

*Ben Clegg*CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

## 1. TRAVEL (See Regulation No. [REDACTED])

25X1A

## A. Travel and Related Items

Travel and transportation expenses, and expenses incident thereto, including those incurred in the movement of dependents, household goods and personal effects, may be paid to or on behalf of employees in accordance with the provisions of Public Law 600 - 79th Congress, Public Law 92 - 81st Congress, Public Law 830 - 81st Congress, Agency and other appropriate legislation, regulations issued thereunder, the Standardized Government Travel Regulations, the Foreign Service Regulations, and as specified in Agency Regulations.

## B. Travel Accounts

Travel vouchers must be submitted to the Fiscal Division upon completion of each trip or at the end of each calendar month in case of extended travel. Vouchers for travel authorized by Chiefs of overseas Missions shall be submitted to the appropriate Mission official for processing. Armed Services personnel shall give the necessary data to the Military Personnel Division, Personnel Office, for the preparation of vouchers and submission to the Fiscal Division. Copies or regulations pertaining to travel may be obtained from the Fiscal Division in addition to advice as to the preparation and submission of vouchers.

## C. Per Diem and Mileage

(a) Per diem and mileage rates provided under existing laws and regulations represent the maximum allowable. Officials authorized to issue travel orders will reduce the stipulated rates whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses.

(b) For extended periods of temporary duty at the same post in the United States, normally the following schedule of maximum rates shall apply:

First 60 days - \$9.00

RESTRICTED

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

Second 60 days - \$6.00  
 Third 60 days - 3.00

Absence of ten days or less shall not be considered as interrupting the continuity of temporary duty at the same post.

L (d) Per diem payable to an employee incident to temporary duty travel abroad and to him and his immediate family/ incident to travel abroad on permanent change of station, home leave, or travel to first post of duty, and return therefrom, shall be in accordance with applicable provisions of the Foreign Service Regulations.

- (1) It is the policy of this Agency that where payment of travel expenses of dependents of employees is authorized and such dependents travel with the employee by the most economical usually traveled route, full reimbursement will be made from official funds for accommodations which will enable the employees and his dependents to be together provided accommodations furnished are the lowest first-class facilities available on the means of transportation used.
- (2) In those cases where dependents accompany an employee on other than the most economical usually traveled route, the difference in cost of transportation must be borne by the employee.

I do ( ) concur in the revision of Regulation [REDACTED], Travel.

25X1A



25X1A

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: NOV 7 1951

FROM : Office of the General Counsel

ILLEGIB

SUBJECT: Revision of CIA Regulation [REDACTED], Travel

25X1A

1. We would like to see Section (C)(c)(1)(b) circumscribed to obviate some of the doubts that the Comptroller General might have about the sufficiency of the phrase, "Specifying the intent of the Agency to assign an individual to an overseas post." Travel Authorizations should specify the point of overseas duty in all instances save where the employee is a technician usable at various posts depending upon the need at the time he is cleared, such as those going into a communications pool.

2. Without some limitation the phrase is subject to abuse and might be used as a possible device for bringing the employee to Washington, expenses paid, and then losing "intent" to ship him overseas.

3. Section (C)(c)(3) might be amended to include for the purpose of clarity the following, "and his travel expenses to his point of temporary duty" after "will be required to refund any amounts paid to him for per diem." This is covered by Regulation [REDACTED] but the two could be tied together in the regulation under consideration without undue duplication.

25X1A

OGC/MLE/McD

25X1A

## Distribution:

Orig - Add  
1 - Chrono  
1 - Subj

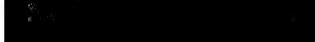
RESTRICTED

SECURITY INFORMATION

15 November 1951

The point of overseas duty must be specified when travel expenses are to be paid from vouchered funds. When utilizing unvouchered funds, the general area to which the individual will be assigned may be indicated.

The above statement cleared by telephone, 14 November 1951, with the following:

OSO -   
00 -   
OPC -   
Commo 

25X1A

GC - Mr. Houston

**RESTRICTED**  
SECURITY INFORMATION

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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Advisor for Management  
FROM : Assistant Director for Communications  
SUBJECT: Revision of CIA Regulation [REDACTED], Travel

DATE: 15 NOV 1951

25X1A

Attached is the proposed revision of CIA Regulation [REDACTED] with my concurrence. [REDACTED] 25X1A

This revision should clarify, and by means of the procedures outlined, eliminate the controversy and confusion relating to per diem problems.



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NOV 16 1951  
NOV 17 1951**RESTRICTED**

CENTRAL INTELLIGENCE AGENCY REGULATION

## 1. TRAVEL (See Regulation No. [REDACTED])

25X1A

## A. Travel and Related Items

Travel and transportation expenses and expenses incident thereto, including those incurred in the movement of dependents' household goods and personal effects, may be paid to or on behalf of employees in accordance with the provisions of Public Law 662 - 75th Congress, Public Law 12 - 81st Congress, Public Law 930 - 81st Congress, Agency and other appropriate legislation, regulations issued thereunder, the Standardized Government Travel Regulations, the Foreign Service Regulations, and as specified in Agency Regulations.

## B. Travel Accounts

Travel vouchers must be submitted to the Fiscal Division upon completion of each trip or at the end of each calendar month in case of extended travel. Vouchers for travel authorized by Chiefs of overseas Missions shall be submitted to the appropriate Mission official for processing. Armed Services personnel shall give the necessary data to the Military Personnel Division Personnel Office for the preparation of vouchers and submission to the Fiscal Division. Copies or regulations pertaining to travel may be obtained from the Fiscal Division in addition to advice as to the preparation and submission of vouchers.

## C. Per Diem and Mileage

- (a) Per diem and mileage rates provided under existing laws and regulations represent the maximum allowable. Officials authorized to issue travel orders will reduce the stipulated rates whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses.
- (b) For extended periods of temporary duty at the same post in the United States, normally the following schedule of maximum rates shall apply:

First 60 days - \$9.00

RESTRICTED

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

Second 60 days - \$6.00  
 Third 60 days - 3.00

Absence of ten days or less shall not be considered as interrupting the continuity of temporary duty at the same post.

(1) Per diem payable to an employee incident to temporary duty travel abroad and to him and his immediate family/incident to travel abroad on permanent change of station, home leave, or travel to first post of duty, and return therefrom, shall be in accordance with applicable provisions of the Foreign Service Regulations.

(1) It is the policy of this Agency that where payment of travel expenses of dependents of employees is authorized and such dependents travel with the employee by the most economical usually traveled route, full reimbursement will be made from official funds for accommodations which will enable the employees and his dependents to be together provided accommodations furnished are the lowest first-class facilities available on the means of transportation used.

(2) In those cases where dependents accompany an employee on other than the most economical usually traveled route, the difference in cost of transportation must be borne by the employee.

25X1A I do ( ) concur in the revision of Regulation [REDACTED], Travel.

25X1A



RESTRIC~~TED~~

Down p.

~~CENTRAL INTELLIGENCE AGENCY REGULATION~~

25X1A

## C. Per Diem and Mileage

- (a) Same
- (b) Same
- (c) An individual employed for overseas duty from a point outside the metropolitan area of Washington, D. C. may be authorized, in the order <sup>a</sup> directing his travel, /per diem in lieu of subsistence while he is in a temporary duty status in Washington, D. C., or any other point in the U. S. except the place of appointment, provided that:
  - (1) (a) The Agency has notified the individual ~~in writing~~ that his appointment is for overseas duty, and has secured from the appointee, ~~in writing~~, an agreement to accept ~~a~~ overseas assignment. If this agreement does not designate a specific overseas post it must show that the appointee has agreed without reservation to accept employment at any overseas post to which he may be assigned.
  - (b) A statement is placed in the Travel Authorization specifying the intent of the Agency to assign the individual to ~~a~~ overseas post upon completion of temporary duty in the U. S.
  - (2) The individual will not be required to refund any per diem previously paid to him in accordance with Agency regulations if the original intent of the Agency should change while the individual is in a temporary duty status in the U. S. and it is decided that he will be assigned to a departmental position; or, he will resign ~~or~~ <sup>if</sup> under circumstances considered by the Assistant Director (Personnel) or ~~his~~ designee to be in the best interests of the Agency. If either of these occurs the individual will be notified immediately and the Office concerned will amend the individual's travel order

-1-

RESTRICTED

25X1A

## CENTRAL INTELLIGENCE AGENCY REGULATION

to stop per diem accruals effective as of that date.

(3) An individual who resigns for personal reasons before accepting [ ] overseas assignment, or an individual who refuses for personal reasons to accept [ ] overseas assignment, after having initially agreed to do so, will be required to refund any amounts paid to him for per diem while in a temporary duty status on the assumption that he would accept an overseas assignment.]

## D. Local Personnel

Personnel [Including natives and foreign nationals] hired locally by Chiefs of Missions normally will receive travel expense, allowances and other benefits as dictated by local custom, and, whenever possible, practices followed by other governmental activities. Employment documents or contracts for services must set forth the details of the arrangement in each case.

I do [ ] concur with the above changes in CIA Regulation Number [ ]

25X1A

It is our understanding that the Personnel Dir. and/or the operating office will be responsible for effecting agreement with the appointee to serve overseas, and that the Finance Dir. will be required only to ascertain that the travel authorization specifies the intent of the agency to send [ ] the employee overseas, but does not require Finance to check the existence of an overseas agreement.

25X1A

Asst. Compt.

-2-

## CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

## 1. TRAVEL (See Regulation No. [REDACTED])

25X1A

## A. Travel and Related Items

Travel and transportation expenses, and expenses incident thereto, including those incurred in the movement of dependents' household goods and personal effects may be paid to or on behalf of employees in accordance with the provisions of Public Law 600 - 79th Congress, Public Law 12 - 81st Congress, Public Law 630 - 81st Congress Agency and other appropriate legislation, regulations issued thereunder the Standardized Government Travel Regulations, the Foreign Service Regulations, and as specified in Agency Regulations.

## B. Travel Accounts

Travel vouchers must be submitted to the Fiscal Division upon completion of each trip or at the end of each calendar month in case of extended travel. Vouchers for travel authorized by Chiefs of overseas Missions shall be submitted to the appropriate Mission official for processing. Armed Services personnel shall give the necessary data to the Military Personnel Division Personnel Office for the preparation of vouchers and submission to the Fiscal Division. Copies or regulations pertaining to travel may be obtained from the Fiscal Division in addition to advice as to the preparation and submission of vouchers.

## C. Per Diem and Mileage

- (a) Per diem and mileage rates provided under existing laws and regulations represent the maximum allowable. Officials authorized to issue travel orders will reduce the stipulated rates whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses.
- (b) For extended periods of temporary duty at the same post in the United States, normally the following schedule of maximum rates shall apply:

First 60 days - \$9.00

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CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

Second 60 days - \$6.00  
 Third 60 days - 3.00

Absence of ten days or less shall not be considered as interrupting the continuity of temporary duty at the same post.

(1) (2) Per diem payable to an employee incident to temporary duty travel abroad and to him and his immediate family/Incident to travel abroad on permanent change of station, home leave, or travel to first post of duty, and return therefrom, shall be in accordance with applicable provisions of the Foreign Service Regulations.

(1) It is the policy of this Agency that where payment of travel expenses of dependents of employees is authorized and such dependents travel with the employee by the most economical usually traveled route, full reimbursement will be made from official funds for accommodations which will enable the employee and his dependents to be together provided accommodations furnished are the lowest first-class facilities available on the means of transportation used.

(2) In those cases where dependents accompany an employee on other than the most economical usually traveled route, the difference in cost of transportation must be borne by the employee.

I do (not) concur in the revision of Regulation [ ] Travel.

25X1A

asst. Compt.

25X1A

**RESTRICTED**

SECURITY INFORMATION

MEMORANDUM FOR: ADVISOR FOR MANAGEMENT

SUBJECT: Revision of CIA Regulation [REDACTED] Travel

25X1A

ATTACHMENT: Memo dtd. 22 October 1951 from Advisor for Management  
re proposed revision of CIA Regulation [REDACTED]

25X1A

This office concurs in the changes proposed in the attached  
proposed revision of CIA Regulation [REDACTED]

25X1A

[REDACTED]  
for KILBOURNE JOHNSTON  
Assistant Director For  
Policy Coordination

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**RESTRICTED**  
SECURITY INFORMATION

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Approved For Release 2001/09/03 : CIA-RDP81-00728R000100130010-9

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25X1A

CENTRAL INTELLIGENCE AGENCY REGULATION

to stop per diem entitlements effective as of that date.

(3) An individual who resigns for personal reasons before accepting an overseas assignment, or an individual who refuses for personal reasons to accept an overseas assignment, after having initially agreed to do so, will be required to return any amounts paid to him for per diem while in a temporary duty status on the assumption that he would accept an overseas assignment. *J*

## D. Local Personnel

Personnel (including natives and foreign nationals) hired locally by CIA staff or contractors normally will receive travel expense, allowances and other benefits as dictated by local custom, and, whenever possible, practices followed by other governmental activities. Deployment documents or contracts for services must set forth the details of the arrangements in each case.

I do ~~so~~ concur with the above changes to CIA Regulation Number [REDACTED]

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CENTRAL INTELLIGENCE AGENCY REGULATION

## 1. TRAVEL (See Regulation No. [REDACTED])

25X1A

## A. Travel and Related Items

Travel and transportation expenses and expenses incident thereto, including those incurred in the movement of dependents' household goods and personal effects may be paid to or on behalf of employees in accordance with the provisions of Public Law 600 - 91st Congress Public Law 22 - 92nd Congress Public Law 830 - 83rd Congress Agency and other appropriate legislation regulations issued thereunder, the Standardized Government Travel Regulations the Foreign Service Regulations, and as specified in Agency Regulations.

## B. Travel Accounts

Travel vouchers must be submitted to the Fiscal Division upon completion of each trip or at the end of each calendar month in case of extended travel. Vouchers for travel authorized by Chiefs of overseas Missions shall be submitted to the appropriate Mission official for processing. Armed Services personnel shall give the necessary data to the Military Personnel Division Personnel Office for the preparation of vouchers and submission to the Fiscal Division. Copies of regulations pertaining to travel may be obtained from the Fiscal Division in addition to advice as to the preparation and submission of vouchers.

## C. Per Diem and Mileage

- (a) Per diem and mileage rates provided under existing laws and regulations represent the maximum allowable. Officials authorized to issue travel orders will reduce the stipulated rates whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses.
- (b) For extended periods of temporary duty at the same post in the United States normally the following schedule of maximum rates shall apply:

First 60 days	-	\$9.00
Second 60 days	-	6.00
Third 60 days	-	3.00

RESTRICTED

25X1A

## CENTRAL INTELLIGENCE AGENCY REGULATION

Absence of ten days or less shall not be considered as interrupting the continuity of temporary duty at the same post.

(d) (2) Per diem payable to an employee incident to temporary duty travel abroad and to him and his immediate family, incident to travel abroad on permanent change of station, home leave or travel to first post of duty and return therefrom shall be in accordance with applicable provisions of the Foreign Service Regulations.

(1) It is the policy of this Agency that where payment of travel expenses of dependents of employees is authorized and such dependents travel with the employee by the most economical usually traveled route, full reimbursement will be made from official funds for accommodations which will enable the employees and his ~~any~~ dependents to be together provided accommodations furnished are the lowest first-class facilities available on the means of transportation used.

(2) In those cases where dependents accompany an employee on other than the most economical usually traveled route the difference in cost of transportation must be borne by the employee.

I do ~~not~~ concur in the revision of Regulation [REDACTED] Travel.

25X1A

25X1A

*EXO/DMC*  
*Sect.*

## C. Per Diem and Mileage

(a) Name

(b) Scope

(c) An individual employed for overseas duty from a point outside the metropolitan area of Washington, D. C. may be authorized, in the order directing his travel, /per diem in lieu of subsistence while he is in a temporary duty status in Washington, D. C., or any other point in the U. S. except the place of appointment, provided that:

- (1) (a) The Agency has notified the individual in writing that his appointment is for overseas duty, and has secured from the appointee, in writing, an agreement to accept ~~or~~ overseas assignment. If this agreement does not designate a specific overseas post it must show that the appointee has agreed without reservation to accept employment at any overseas post to which he may be assigned.
- (b) A statement is placed in the Travel Authorization specifying the intent of the Agency to assign the individual to an overseas post upon completion of temporary duty in the U. S.
- (2) The individual will not be required to refund any per diem previously paid to him in accordance with Agency regulations if the original intent of the Agency should change while the individual is in a temporary duty status in the U. S. and it is decided that he will be assigned to a departmental position; or, <sup>if</sup> he ~~will~~ resigns under circumstances considered by the Assistant Director (Personnel) or his designee to be in the best interests of the Agency. If either of these occurs the individual will be notified immediately and the Office concerned will cancel the individual's travel order.

CENTRAL INTELLIGENCE AGENCY REGULATION

to stop per diem accruals effective as of that date.

(3) An individual who resigns for personal reasons before accepting an overseas assignment, or an individual who refuses for personal reasons to accept an overseas assignment, after having initially agreed to do so, will be required to refund any amounts paid to him for per diem while in a temporary duty status on the assumption that he would accept an overseas assignment. 7

## D. Local Personnel

Personnel (including natives and foreign nationals) hired locally by Chiefs of Missions normally will receive travel expenses, allowances and other benefits as dictated by local custom, and, whenever possible, practices followed by other governmental activities. Employment documents or contracts for services must set forth the details of the arrangement in each case.

*b7c and b7d* I do ~~not~~ concur with the above changes in CIA Regulation Number [REDACTED]

25X1A

*b7c and b7d* Except paragraph C (2) and (3). See changes I have indicated.

25X1A

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~~CENTRAL INTELLIGENCE AGENCY REGULATION~~

## 1. TRAVEL (See Regulation No. [REDACTED])

25X1A

## A. Travel and Related Items

Travel and transportation expenses, and expenses incident thereto, including those incurred in the movement of dependents' household goods and personal effects may be paid to or on behalf of employees in accordance with the provisions of Public Law 600 - 75th Congress, Public Law 52 - 81st Congress, Public Law 630 - 81st Congress, Agency and other appropriate legislation, regulations issued thereunder, the Standardized Government Travel Regulations, the Foreign Service Regulations, and as specified in Agency Regulations.

## B. Travel Accounts

Travel vouchers must be submitted to the Fiscal Division upon completion of each trip or at the end of each calendar month in case of extended travel. Vouchers for travel authorized by Chiefs of overseas Missions shall be submitted to the appropriate Mission official for processing. Armed Services personnel shall give the necessary data to the Military Personnel Division Personnel Office, for the preparation of vouchers and submission to the Fiscal Division. Copies or regulations pertaining to travel may be obtained from the Fiscal Division in addition to advice as to the preparation and submission of vouchers.

## C. Per Diem and Mileage

- (a) Per diem and mileage rates provided under existing laws and regulations represent the maximum allowable. Officials authorized to issue travel orders will reduce the stipulated rates whenever available information indicates that the maximum rates will exceed the necessary official traveling expenses.
- (b) For extended periods of temporary duty at the same post in the United States, normally the following schedule of maximum rates shall apply:

First 60 days - \$9.00

RESTRICTED

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## CENTRAL INTELLIGENCE AGENCY REGULATION

Second 60 days - \$6.00  
 Third 60 days - 3.00

Absence of ten days or less shall not be considered as interrupting the continuity of temporary duty at the same post.

(1)  (2) Per diem payable to an employee incident to temporary duty travel abroad and to him and his immediate family/ incident to travel abroad on permanent change of station, home leave, or travel to first post of duty, and return therefrom, shall be in accordance with applicable provisions of the Foreign Service Regulations.

(1) It is the policy of this Agency that where payment of travel expenses of dependents of employees is authorized and such dependents travel with the employee by the most economical usually traveled route, full reimbursement will be made from official funds for accommodations which will enable the employee and his dependents to be together provided accommodations furnished are the lowest first-class facilities available on the means of transportation used.

(2) In those cases where dependents accompany an employee on other than the most economical usually traveled route, the difference in cost of transportation must be borne by the employee.

25X1A

I do (not) concur in the revision of Regulation [ ] Travel. However, I  
 fail to understand how this one amendment is going to accomplish all [ ]  
 the things your covering memo says it will. [ ]  
 Request a copy of this draft for [ ]  
 [ ]  
 25X1A

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RESTRICTED

25X1A

## CENTRAL INTELLIGENCE AGENCY REGULATION

## C. Per Diem and Mileage

- (a) Same
- (b) Same
- (c) An individual employed for overseas duty from a point outside the metropolitan area of Washington, D. C. may be authorized, in the order <sup>a</sup> directing his travel, /per diem in lieu of subsistence while he is in a temporary duty status in Washington, D. C., or any other point in the U. S. except the place of appointment, provided that:
  - (1) (a) The Agency has notified the individual in writing that his appointment is for overseas duty, and has secured from the appointee, in writing, an agreement to accept ~~an~~ overseas assignment. If this agreement does not designate a specific overseas post it must show that the appointee has agreed without reservation to accept employment at any overseas post to which he may be assigned.
  - (b) A statement is placed in the Travel Authorization specifying the intent of the Agency to assign the individual to an overseas post upon completion of temporary duty in the U. S.
  - (2) The individual will not be required to refund any per diem previously paid to him in accordance with Agency regulations if the original intent of the Agency should change while the individual is in a temporary duty status in the U. S. and it is decided that he will be assigned to a departmental position; or, he will resign under circumstances considered by the Assistant Director (Personnel) or his designee to be in the best interests of the Agency. If either of these occurs the individual will be notified immediately and the Office concerned will amend the individual's travel order

RESTRICTED

CENTRAL INTELLIGENCE AGENCY REGULATION

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to stop per diem accruals effective as of that date.

(3) An individual who resigns for personal reasons before accepting ~~an~~ overseas assignment, or an individual who refuses for personal reasons to accept ~~an~~ overseas assignment, after having initially agreed to do so, will be required to refund any amounts paid to him for per diem while in a temporary duty status on the assumption that he would accept an overseas assignment. 7

D. Local Personnel

Personnel including natives and foreign nationals 7 hired locally by Chiefs of Missions normally will receive travel expense, allowances and other benefits as dictated by local custom, and, whenever possible, practices followed by other governmental activities. Employment documents or contracts for services must set forth the details of the arrangement in each case.

29 October 1951

*Office*  
*in Lieu*  
I do (xxx) concur with the above changes in CIA Regulation Number ██████████

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It is suggested that the following be added in subparagraph (c) following "in lieu of subsistence":

"at the rates as provided in paragraph (b) above" ██████████

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Howard J. Preston  
Acting Deputy Chief,  
Administrative Services

-2-

ILLEGIB

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100130010-9

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100130010-9

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~~OPTIONAL FORMS OF ANGENCY REGULATIONS~~

to stop per item aforesaid effective as of that date.

(3) An individual who resigns for personal reasons before occupying ~~an overseas assignment~~, or an individual who reduces for personal reasons to ~~an overseas assignment~~ ~~an overseas assignment~~, after having initially agreed to do so, will be entitled to retain any amounts paid to him for pay due while in a temporary duty status on the assumption that he would accept an overseas assignment.

## D. Local Personnel

Personnel (including native and foreign nationals) hired locally by Office of Personnel normally will receive travel expenses, allowances and other benefits as dictated by local custom, and, whenever possible, practices followed by other governmental activities. Employment documents or contracts for services must set forth the details of the arrangements for each case.

I do ~~not~~ concur with the above changes to CIA Regulation Number [REDACTED] and offer the following comments:

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Yes!

(1) It is presumed that the present paragraph C(c)(1) and (2) will be retained as C(d)(1) and (2).

(2) Page 1 of draft, fifth line from bottom: should not the wording after "position" be changed to read, ", or if he should resign under circumstances" etc.?

With  
Dove

-2-

25X1A

## CENTRAL INTELLIGENCE AGENCY REGULATION

## C. Per Diem and Mileage

- (a) Same
- (b) Same
- (c) An individual employed for overseas duty from a point outside the metropolitan area of Washington, D. C. may be authorized, in the order directing his travel, per diem in lieu of subsistence while he is in a temporary duty status in Washington, D. C., or any other point in the U. S. except the place of appointment, provided that:
  - (1) (a) The Agency has notified the individual in writing that his appointment is for overseas duty, and has secured from the appointee, in writing, an agreement to accept an overseas assignment. If this agreement does not designate a specific overseas post it must show that the appointee has agreed without reservation to accept employment at any overseas post to which he may be assigned.
  - (b) A statement is placed in the travel Authorization specifying the intent of the Agency to assign the individual to an overseas post upon completion of temporary duty in the U. S.
  - (2) The individual will not be required to refund any per diem previously paid to him in accordance with Agency regulations if the original intent of the Agency should change while the individual is in a temporary duty status in the U. S. and it is decided that he will be assigned to a departmental position; or, he will resign under circumstances considered by the Assistant Director (Personnel) or his designee to be in the best interests of the Agency. If either of these occurs the individual will be notified immediately and the Office concerned will amend the individual's travel order.

RESTRICTED

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## CENTRAL INTELLIGENCE AGENCY REGULATION

to stop per diem accruals effective as of that date.

(3) An individual who ~~resigns~~ for personal reasons before accepting an overseas assignment, or [an individual who] refuses [for personal reasons] to accept an overseas assignment, after having initially agreed to do so, will be required to refund any amounts paid to him for per diem while in a temporary duty status on the assumption that he would accept an overseas assignment.]

## D. Local Personnel

Personnel [including natives and foreign nationals] hired locally by Chiefs of Missions normally will receive travel expense, allowances and other benefits as dictated by local custom, and, whenever possible, practices followed by other governmental activities. Employment documents or contracts for services must set forth the details of the arrangement in each case.

*with the noted changes*

I do (not) concur with the above changes in CIA Regulation Number [REDACTED]

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*O.K.*

*not considered by the Asst. Dir. (Personnel) or his designee to be*

*in the best interest of the Agency*

BBVNUCH

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## CENTRAL INTELLIGENCE AGENCY REGULATION

## C. Pay, Allowances and Benefits

(a) Name

(b) Dates

(c) An individual employed for overseas duty from the outside the metropolitan area of Washington, D. C. may be authorized, in the order directing his travel, per diem in lieu of subsistence while he is in a temporary duty status in Washington, D. C., or any other point in the U. S. except the place of appointment, provided that:

- (1) (a) The agency has notified the individual in writing that his appointment is for overseas duty, and has secured from the individual, in writing, an agreement to accept ~~any~~ overseas assignment. If this agreement does not designate a specific overseas post it must show that the appointee has agreed without reservation to accept assignment at any overseas post to which he may be assigned.
- (b) A statement is placed in the Travel Authorization specifying the intent of the Agency to assign the individual to an overseas post upon completion of temporary duty in the U. S.
- (c) The individual will not be required to refund any per diem previously paid to him in accordance with Agency regulations if the original intent of the Agency should change while the individual is in a temporary duty status in the U. S. and it is decided that he will be assigned to a departmental position; or, he will resign under circumstances considered by the Assistant Director (Personnel) or his designee to be in the best interests of the Agency. If either of these occurs the individual will be notified immediately and the Office concerned will amend the individual's travel order.

RESTRICTED

## CENTRAL INTELLIGENCE AGENCY REGULATION

to stop per diem accruals effective as of that date.

(3) An individual who resigns for personal reasons before accepting an overseas assignment, or an individual who refuses for personal reasons to accept an overseas assignment, after having initially agreed to do so, will be required to refund any amounts paid to him for per diem while in a temporary duty status on the assumption that he would accept an overseas assignment.

## D. Local Personnel

Personnel (including natives and foreign nationals) hired locally by Chiefs of Mission normally will receive travel expense, allowances and other benefits as dictated by local custom, and, whenever possible, practices followed by other governmental organizations. Employment documents or contracts for services must set forth the details of the arrangement in each case.

I do (initials) concur with the above changes in CIA Regulation Number [REDACTED]

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Approved For Release 2001/09/03 : CIA-RDP81-00728R000100130010-9

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100130010-9

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CENTRAL INTELLIGENCE AGENCY REGULATION

Second 60 days - \$6.00  
 Third 60 days - 3.00

Absence of ten days or less shall not be considered as interrupting the continuity of temporary duty at the same post.

(d)  Per diem payable to an employee incident to temporary duty travel abroad and to him and his immediate family/ incident to travel abroad on permanent change of station, home leave, or travel to first post of duty, and return, therefrom, shall be in accordance with applicable provisions of the Foreign Service Regulations.

(1) It is the policy of this Agency that where payment of travel expenses of dependents of employees is authorized and such dependents travel with the employee by the most economical usually traveled route, full reimbursement will be made from official funds for accommodations which will enable the employees and his dependents to be together provided accommodations furnished are the lowest first-class facilities available on the means of transportation used.

(2) In those cases where dependents accompany an employee on other than the most economical usually traveled route, the difference in cost of transportation must be borne by the employee.

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I do (not) concur in the revision of Regulation  Travel.

25X1A

~~CONFIDENTIAL~~

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management  
FROM : Office of the General Counsel  
SUBJECT: Change in Agency Regulations

DATE: 16 July 1951

25X1A

1. Forwarded herewith is a recommended addition to CIA Regulation No. [REDACTED], to be inserted following Paragraph C(c)(2).

2. There is no legal objection to this change, which was recommended by the Task Force and approved by the Senior Review Committee.

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JUL 18 1951

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CIA Regulation [REDACTED] is supplemented by the addition of the following after paragraph C(c)(2):

- (d) Individuals hired for overseas duty from a point outside the metropolitan area of Washington, D.C. may be authorized, in the order directing their travel, a per diem in lieu of subsistence while they are in a temporary duty status in Washington, D.C., or any other point in the U.S. except the place of appointment. Provided, there is documentary evidence of the intent of the Agency to assign the individual to an overseas post, and evidence of the intent of the individual to accept such an assignment. The Personnel Director shall be responsible for securing from the individual appropriate documentary evidence of the intent of the individual to accept an overseas assignment. The Request for Travel Authorization (initiated by staff or operating officials and concurred in by the Personnel Director, or his designee,) must contain a statement evidencing the intent of the Agency to assign the individual to an overseas post after completion of necessary indoctrination, training, and temporary duty in the U.S.
- (e) If the intents of the individual and the Agency are documented as indicated above, the following categories of individuals may be authorized a per diem, in accordance with Agency regulations, while in a temporary duty status in the U.S., en route to an overseas post:
  - (1) Individuals employed outside the metropolitan area of Washington, D.C. for assignment to a specifically designated overseas post.
  - (2) Individuals employed outside of the metropolitan area of Washington, D.C. and placed in a temporary duty status in a "Pool", provided, the individual has agreed without reservation to accept employment at any overseas post to which he is assigned, and provided further that the Agency intends to assign the individual to some overseas post, although the specific post of assignment has not been selected at the time of appointment.
- (f) The following categories of individuals may not be authorized a per diem:
  - (1) Individuals residing in the metropolitan area of Washington, D.C. at the time of appointment, notwithstanding

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standing the fact that the individual is appointed for assignment to overseas duty.

- (2) Individuals employed for departmental (inside U.S.) positions, notwithstanding the fact that the individual may be assigned overseas at some future date.
- (3) Individuals employed and placed in a "Pool" if there are any questions of intent, reservations, or qualifying conditions on the part of either the individual or the Agency, as to overseas assignment.
- (g) If the original intent of the Agency is changed while the individual is in a temporary duty status in the U.S. and it is decided that the individual will be assigned to a departmental position, it is the responsibility of the supervising staff or operation official to immediately advise the individual of that intent and initiate a request for amendment to the individual's travel order to stop per diem accruals effective as of that date. Under those circumstances, and in cases of resignations considered by the Personnel Director or his designee to be in the best interests of the Agency in the conduct of its clandestine activities, the individual will not be required to refund any per diem previously paid to him in accordance with Agency regulations.
- (h) Individuals who resign for personal reasons before accepting overseas assignments, or individuals who refuse for personal reasons to accept overseas assignments, after having initially agreed to do so, will be required to refund any amounts paid to them for per diem while in a temporary duty status on the assumption that they would accept an overseas assignment.
- (i) Questions involving eligibility for per diem which are not covered by the above or other Agency regulations will be referred to the Personnel Director for administrative determination and/or to the General Counsel for legal decision.

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Security Information

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

21 July 1952

## 2. ALLOWANCES

#### B. Special Authorities

- (1) No change
- (2) No change
- (3) Cost of storing the household goods and personal effects of an employee who is absent under orders from his usual post of duty, or who is assigned to a post to which, because of emergency conditions, it is determined that he cannot take such household goods and personal effects. Emergency conditions, including prohibitions of shipments in the best interests of the Agency, shall be based upon conditions at the post and not personal consideration. When it is determined by the appropriate Office head that an emergency condition exists, the facts must be brought to the immediate attention of the Comptroller's Office (Fiscal or Finance Division as appropriate) for review prior to authorizing such emergency storage. In cases where it appears <sup>that</sup> the determination of emergency is inconsistent with Agency policy, the Comptroller shall refer the matter to the Deputy Director (Administration) for resolution. Household goods and personal effects stored may not exceed the authorized weight allowance.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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25X1A

L. K. WHITE Effective: 21 July 1952  
Acting Deputy Director Rescind : Page 3 [REDACTED]  
(Administration) 8 December 1951

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RESTRICTED  
Security Information

Jul 3 1952

25X1A

RESTRICTED

Security Information

CENTRAL INTELLIGENCE AGENCY REGULATION

## 2. ALLOWANCES

## B. Special Authorities

(3) Cost of storing the household goods and personal effects of an employee who is absent under orders from his usual post of duty, or who is assigned to a post to which, because of emergency conditions, which may include cases where it is determined that for the convenience of the Agency, he shall not be permitted to take his household goods and personal effects. Emergency conditions shall be based upon conditions at the post and not upon personal convenience of the employee. When it is determined, because of emergency conditions, that household goods and personal effects may not be shipped, the facts must be brought to the immediate attention of the (Fiscal Division, or Finance Office, House- hold goods and personal effects stored may not exceed the authorized weight allowance.

I do (not) concur in the proposed revision of B (3) of CIA Regulation No. [REDACTED] 25X1A  
Allowances.

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25X1A

*Change suggested by Office of General Counsel (attached) approved by Chief, Finance Div and Chief, General Services, by telephone on 17 July 52.*

RESTRICTED  
Security Information

*\* Cover with above but paper attachment.*

....., because of emergency conditions, it is determined  
that he cannot take such household goods and personal effects7.

Emergency conditions, including prohibitions of shipments in  
the best interests of the Agency, shall be based upon conditions  
at the post and not personal consideration7.

REF ID: A65444  
RESTRICTED

Security Information

C-118-0449

AR-D-1644

7 July 1952

MEMORANDUM FOR: Chief, Organization and Methods Service

THROUGH : Chief, General Services

SUBJECT : Storage of Household Effects

1. A review of an employee's claim for reimbursement for loss resulting from sale of household effects showed that present Agency regulations regarding storage at Government expense are unsatisfactory.

2. Comments from Chief, Finance Division, and Office of the General Counsel regarding the particular case under review gave contradictory interpretations of the present regulations. If such interpretations are possible, the regulations obviously are unclear.

3. It is requested, therefore, that your office in consultation with the Office of the General Counsel, the appropriate divisions of Administrative Service, and the Comptroller's Office (Finance Division) prepare revisions of the regulations to provide clear-cut, unambiguous policies and procedures for handling this problem.

25X1A



L. K. WHITE  
Acting Deputy Director  
(Administration)

cc: Comptroller  
General Counsel

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Security Information

11/20/51

6 December 1951

MEMORANDUM TO: Deputy Director (Administration)

SUBJECT: Change in Regulation No. [REDACTED] Allowances

25X1A

1. The only change in the attached revision is the deletion of paragraph C, Local Personnel. This paragraph is being included in CIA Regulation No. [REDACTED] and was therefore not submitted for general concurrence.

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2. Recommend approval.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor For Management  
THRU : Comptroller *[Signature]*  
FROM : Chief, Fiscal Division  
  
SUBJECT: Revision of CIA Regulation No. [REDACTED]  
Time, Leave and Pay.

DATE: 7 March 1952

25X1A

1. Subsection E (3) of the subject Regulation should be amended to delete item (c) "Reduction in force". Item (d) should be re-lettered (c). This amendment is pursuant to Paragraph 30-206 of the Federal Personnel Manual, and appeared in the 22 February 1952 edition of the Federal Register.



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SECURITY INFORMATION

64P

# Office Memorandum • UNITED STATES GOVERNMENT

**TO** : Advisor for Management  
**FROM** : Office of General Counsel  
**SUBJECT:** Annual Leave Notice

**DATE:** 17 September 1951

1. Reference is made to the attached memoranda concerning the annual leave provision of Public Law 137, 82d Congress (Sec. 601).

2. There is no legal objection to issuance of the proposed Notice in its present form. However, informal conversations with GAO attorneys indicate there is a strong possibility that the leave rider will be repealed in a short time. GAO is withholding its issuances in the expectation of repeal.

3. Mr. Pforzheimer, CIA Legislative Counsel, concurs in the view that issuance of this Notice should be postponed for one week. We shall contact your office early in the week of 24 September, at which time more definite information should be available.



25X1A

OGC/JJB:mw

**Enclosure:**

cc memo to Adv for  
Manage. from Comp.,  
dtd 13 Sep 51, w/pro-  
posed notice on subject

**Distribution:**

Orig - Addressee  
2 - OGC

SEP 19 1951

Advisor for Management

13 September 1951

Comptroller

Attached Notice Re: Annual Leave

1. It is requested that the attached notice be reproduced and distributed in order to inform all Agency employees of the effects of the statutory changes respecting the accrual and accumulation of annual leave as provided by Section 601 of Public Law 137, 82nd Congress, approved 31 August 1951.

2. We have informally discussed this release with a member of the office of the General Counsel and believe that the attached notice is correct. However, in view of the technical legal questions which have arisen concerning the retroactive provisions of this Act, and the third provision of Section 601, it is suggested that the final draft of the attached notice be submitted to the General Counsel for concurrence before release.

E. R. Saunders

ERS/rmc

cc: General Counsel  
Finance Division  
Signer's copy

SEP 14 1951

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.NOTICE  
NO.

September 1951

SUBJECT : Annual Leave

25X1A

RESCISSION: Notice No. [redacted] dated 16 May 1951

1. Section 601 of Public Law 197, 82nd Congress, approved on 31 August 1951, is quoted below:

"No part of the funds of, or available for expenditure by any corporation or agency included in this or any other Act, including the government of the District of Columbia, shall be available to pay for annual leave accumulated by any civilian officer or employee during the calendar year 1951 and unused at the close of business on June 30, 1952: Provided, That after July 1, 1951 no civilian officer or employee shall be entitled to earn annual leave at a rate in excess of twenty days per year: Provided further, That the head of any such corporation or agency shall afford an opportunity for officers or employees to use the annual leave accumulated under this section prior to June 30, 1952: Provided further, That this section shall not apply to officers and employees whose post of duty is outside the continental United States: And provided further, That this section shall not apply with respect to the payment of compensation for accumulated annual leave in the case of officers or employees who leave their civilian positions for the purpose of entering upon active military or naval service in the Armed Forces of the United States."

(Underscoring supplied)

2. Each employee whose post of duty is within the continental United States at the close of business on 30 June 1952 must use all annual leave accumulated during the calendar year 1951, prior to the close of business on 30 June 1952. If such leave is not taken, it must be forfeited.

3. Each employee affected by the above will be provided an opportunity by his supervisor to take the full amount of leave accrued during the calendar year 1951 prior to 1 July 1952. Leave will be scheduled in such a manner as to permit the continued, efficient conduct of business by each office and staff section of the Agency.

4. The above underscored portion of Section 601 does not apply to any employee whose post of duty is outside the continental United States at the close of business on 30 June 1952. Such employees will not be required to forfeit unused leave. A question exists with respect to the amount of annual leave which may be earned by an employee whose post of duty is outside the continental United States. However, until this question is resolved by the Comptroller General of the United States such employees shall also be limited to the twenty days per year maximum.

5. An employee who leaves his civilian position before 1 July 1962, for the purpose of entering upon active duty in the Armed Forces is entitled to receive a lump-sum payment for his accumulated and current accrued annual leave, or to have such leave remain to his credit, whichever he may elect.

6. These restrictions do not affect leave accrued prior to 1 January 1960 which may continue to be carried over, provided that the maximum total under existing law is not exceeded.

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7. Attention is also invited to paragraph C(5), CIA Regulation No. [REDACTED] which states Agency policy relative to annual leave.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

7

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**SECRET**

General Counsel.

18 July 1951

25X1A

Security Officer, CIA

## U.S. Income Tax Forms of CIA Employees

REFERENCE: Memorandum from Office of General Counsel to Chief, I&SS, dated April 1951

1. Inquiries were made within the Baltimore, Maryland, office of the Collector of Internal Revenue by personnel of the I&SO, the Office of the General Counsel and the Finance Division, concerning the problem raised by the Reference.

2. As a result of the inquiries, it is the opinion of the above personnel, and this office concurs, that Agency security and operational needs will be satisfactorily met by having the Agency continue to indicate source of income on Internal Revenue Forms W-2A (statement of income and withholding tax) as U.S. Government. However, it is recommended that the address Washington 25, D. C., be added to all forms to comply with Internal Revenue regulations.

3. CIA Regulation No. [REDACTED] gives instructions to Agency employees as to designation of employer on U.S. Individual Income Tax Forms No. 1040 and 1040A.

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SHEFFIELD EDWARDS  
Colonel, GSC

cc: Finance Division

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18 Oct  
Mr. [redacted] and  
Contacted [redacted] and no action  
he stated that [redacted] by Mgt. Analyst  
is alleged to be [redacted]  
officer. Ed

SECRET

AUG 24 1957

~~CONFIDENTIAL~~*file*D R A F T

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10 August 1951

MEMORANDUM FOR: Assistant Directors  
SUBJECT : Military Leave

1. CIA Regulation No. [REDACTED] outlines the procedures for granting military leave. The Assistant Deputy Director for Administration (General) desires that all requests for military leave have as a second endorsement a statement by the employee's supervisor or Division Chief that:

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- (1) the Division or Office does not require a substitute during the leave period
- (2) the Division or Office will not object to a subsequent request from the armed services for recall to extended active duty of the subject employee

2. All requests for military leave should be addressed to the appropriate Personnel Office (Overt or Covert).

GEORGE E. MELOON  
Acting Personnel Director

D R A F T

AUG 11 1951

~~CONFIDENTIAL~~

**CONFIDENTIAL**

~~SECRET~~

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

NO. [REDACTED]

SUBJECT: Requests for Military Leave

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1. CIA Regulation No. [REDACTED] outlines the procedure for granting military leave with pay for a 15-day period per annum and the Agency's policy with regard to active military duty beyond the 15-day period is stated in CIA Regulation No. [REDACTED]

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2. Office heads are hereby requested to ensure that requests for military leave contain statements to the effect that:

a. The Office does not require a substitute during the 15-day leave period.

b. The Office will not object to a subsequent request from the Armed Services for recall to extended active duty of the subject employee.

3. All requests for military leave should be submitted through the appropriate Office channel to the Personnel Director.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION: No. 3

**CONFIDENTIAL**

~~SECRET~~

MILITARY LEAVE POLICY

15-day Military Leave Policy (Regulation [REDACTED])

25X1A

"(1) Military leave for training purposes only, not to exceed 15 calendar days in any one calendar year, will be granted with pay without charge to annual leave to members of the Reserve Components of the United States...."

Extended Active Duty Military Leave Policy (Regulation [REDACTED])

25X1A

"Individual employees...will not be released...for the purpose of volunteering" (A-(2))

"(Those)...who can be adequately replaced by a properly trained competent individual will be released...upon request of proper authority." (A-(3))

"The only basis for...deferral...will be that the particular services...are or will be essential to the successful accomplishment of the CIA mission." (A-(4))

"(Civilian employees with reserve status) may be requested for indefinite deferral...if essential...and difficult or impossible to replace." (C-(4)(b)(1))

"(Civilian employees with reserve status) may be recommended for deferral...for a definite period sufficient to obtain and train a replacement if a replacement can be obtained." (C-(4)(b)(2))

"(Civilian employees with reserve status) may not be recommended for deferral...if services can be spared without necessity for replacement prior to departure." (C-(4)(b)(3))

SEP 25 1951

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Deputy Director (Administration)  
FROM : Advisor for Management  
SUBJECT: Work Week.

DATE: 12 June 1951

1. In accordance with your instructions, all of the Assistant Directors and Office Chiefs have been contacted and asked to express their views as to what they consider the most desirable work week for CIA. These conferences resulted in five plans being offered, as indicated on the chart (Tab A).
  2. a. Plan No. 1 indicates no change desired.
  - b. Plans Nos. 2 and 3 are exactly the same, except the Plan No. 3 indicates the Agency will be open 4½ hours.
  - c. Plan No. 4 is a straight 44-hour work week, all employees working Monday through noon Saturday.
  - d. Plan No. 5 is a 9-hour day, 5-day week.
3. In summary, I would say that the consensus is as follows:
  - a. That the Agency should work more than 40 hours a week, and that the Agency should be officially open Monday through noon Saturday, with each office head permitted to utilize the number of people necessary to the accomplishment of his mission, but consistent with the workload on hand as he determines it each week.
  4. Also, Tab B, lists some of the complications each plan would cause - omitting the good points. Tab C summarizes the opinions of the Assistant Directors, except OIC.

25X1A

WILLIAM J. DAWSON

June 14/51

SCHEDULE OF WORK WEEKS					
		No. 3			
		Reg. 40-hr. Wk.	44-hr. Wk. Of-		
		Office Heads	fce Heads re-		
		Work Pers.	quire O.T. only		
		Needed. Would	as Needed. Same		
No. 1.		be Agency	as No. 2, ex-	No. 4	No. 5
No change		40-hr. Wk.	cept Agency on	44-hr. Wk. Mon.	5-day Wk.
		44 Hrs.	44 Hrs.	9 Hrs. Day	No. 6
				45-hr. Wk.	48-hr. Wk.
				thru Noon Sat.	
OSO				X	
OPC					X
OO		X			
ONE		X			
ORR	X				
OCI	X				
OCD	X				
OSI				X	
(OIC)	-	-		-	
Pers.				X	
I&S					
Gen. Coun.			X		
Trng.			X		
Mgmt.			X		
Proc.			X		
Adm. Serv.			X		
Audit	-	-		-	
Medical					
Comptroller		X			

REF ID: A6512

TAB BSOME DISADVANTAGES TO PLANS OFFERED

(No advantages shown)

Plan No. 1

This plan is actually in existence by Regulation. A check by this office indicates that it is not being followed. In either event, however, it is an inefficient plan inasmuch as the operating steps are divided presumably evenly on alternate weekends, which means that continuity of work is greatly retarded.

Plan No. 2

No known objections, except that it conflicts with the General's stated policy that the Agency should be open for business for more than 40 hours a week.

Plan No. 3

This is substantially the same as Plan No. 2, except that it does provide that each office will be open for business through noon Saturday. This means, of course, that CIA is officially open for business through noon Saturday.

Plan No. 4

Provides a straight 44-hour week. Some employees will undoubtedly leave the Agency to secure employment where the 40-hour week is in effect. While some employees like to earn overtime pay, they would have no latitude as to when they earn overtime pay, even though such a system is voluntary.

An employee must actually make a greater effort to get to work each Saturday morning, such as rising earlier due to transportation difficulties. The Washington transportation system does not operate express buses on Saturdays. For example, a person living in northwest Washington in the vicinity of Walter Reed Hospital can reach CIA in approximately 40 minutes during the week, but on Saturdays the same person will travel approximately 60 minutes to reach CIA. The same is in reverse for getting home.

Plan No. 5

While this plan provides a 2-day weekend each week, this system would also meet with transportation difficulties, if the hours are 8:30 to 6:00. It would probably be less difficult if the hours were 8:00 to 5:30; very little difference if 7:30 to 5:00. (OPC insisted on hours of 8:30 to 6:00) These hours would be difficult, particularly

REF ID: A6513

-2-  
CONFIDENTIAL

with married couples, both of whom work, and who must shop for food. Many such couples also have children, for whom it might be difficult to get care beyond 5:30. People riding in car pools of other agencies would probably lose that benefit.

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CONFIDENTIAL

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)  
FROM : Advisor for Management  
SUBJECT: Work Week.

DATE: 5 June 1951

1. Existing Agency Regulations state that Agency hours of work will be from 0830 hours until 1700 hours, Monday through Saturday. "Office heads will arrange Saturday schedules so that individual employees will normally be required to work only 88 hours per pay period."

2. In accordance with your instructions, I have contacted all the Assistant Directors who made substantially the comments indicated below. As you will note, these comments were referred to the Assistant Directors or their representatives for initials and any amendments they wished to make. (In each case the Assistant Director was then asked, where appropriate, to justify his comments if he were asking for a shorter work week and at the same time for an increase in T/O.)

OSO: \*\*\* as long as the present emergency exists, the work week should be 44 hours and all employees should work together during that time. Does not favor present procedure wherein the work week requires half of the staff be present each Saturday \*\*\*. As soon as the emergency is lessened, the Agency should revert to a 40-hour work week.

*G.G.C.*  
UNLESS IAC GOES ON → 44 HOUR WEEK.  
DO RECORD SHOWS ONE: Wishes a 40-hour work week. [REDACTED] is on a 24-hour basis. STATSPEC  
THAT SATURDAYS Assistant Director feels that the Saturday work is probably in-  
HAVE BEEN, FOR creasing our difficulty in securing certain types of personnel  
THE MOST PART, A who are able to get jobs with other agencies which work only a  
WASTE OF TIME 40-hour week. (This office has not asked for a substantial  
AND MONEY T/O increase.)

*OK  
J.W.M.*  
ONE: Assistant Director stated: \*\*\* five days are enough, but that for any number of hours all personnel should be on hand at one time. Other agencies are closed and it is their experience that they are unable to make even phone calls to most other agencies. Felt that it was entirely possible that this Agency might have to go on a six or even a seven-day work week, but that our people should have as much rest as possible prior to emergency situations. Stated further that all of the above is with the knowledge that he works Saturdays or Sundays with as many people as needed whenever the situation demands, such as flash estimates, etc., and presumed that this would be the case in any work week. (T/O increase not applicable.)

OK: Wishes to continue on present basis. Does not want a straight five-and-a-half-day week. With hot weather coming,

25X1A

wishes to use his latitude of letting off all personnel possible on Saturday.

OSI: Mr. [REDACTED] acting for Dr. Chadwell: \*\*\* believes we should work all at one time. While other agencies are not working Saturdays and with warm weather coming, believes 44-hour work week should be maximum, not 48 hours. Believes the Agency should be in a closed status except for coverage as of noon Saturday. OSI can use full T/O on 44 hours a week.

OSI  
RBC

OCI: Likes present system, particularly in view of the fact that they are publishing certain documents on Saturday afternoons, and feels they would require a system now in effect to continue such publications.

ORR: Assistant Director likes present system. Feels that the extra hours on Saturday are ideal to provide some peaceful working hours for key employees to do thinking and to catch up on items which backlog during the normal work week. Does not like a straight 44-hour work week.

OIC: Not contacted.

25X1A

25X1A

OPC: Mr. Hulick quoted [REDACTED] as saying they desire a five-day week, 9 hours a day, 8:30 until 6:00; not a five-and-a-half-day work week, and not a split Saturday program now in effect. Believes that their employees would prefer this system. Mr. [REDACTED]

25X1A

25X1A

[REDACTED] is worried that his key people are over-working and not getting sufficient time off to assure maximum return for work expended. This system would provide for a two-day weekend. Cited that they are unable to get State or Defense to conduct business on Saturdays. Mr. [REDACTED] feels that proposed 5 day week of 45 hours would be more efficient than present schedule.

25X1A

CONFIDENTIAL

**SECRET**

CONFIDENTIAL

115

31 May 1951

MEMORANDUM FOR: ADVISOR FOR MANAGEMENT

SUBJECT: The 44-hour Workweek.

This will confirm our conversation with the AD/SO on 29 May 1951 regarding the length of the workweek in CIA. The AD/SO stated that, as long as the present emergency exists, he believes that the workweek should be 44 hours and that all employees should work together during that time -- in other words, he does not favor the present procedure wherein the workweek is 44 hours but half of the staff are absent on each Saturday. He further stated that, as soon as the emergency is lessened and the workload commences to let up, the Agency should revert to a 40-hour week.

FOR THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS:



25X1A

Special Assistant

CONFIDENTIAL

~~RESTRICTED~~Tulie  
30-3

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management  
 THRU : Comptroller [REDACTED]  
 FROM : Chief, Fiscal Division  
 SUBJECT: Annual Leave

DATE: 20 September 1951

25X1A

1. Effective 1 July 1951, the designated sections of CIA Regulation No. [REDACTED] should be changed to read substantially as follows:

25X1A

## "C. Annual Leave

(1) Permanent employees are entitled to 20 work days of annual leave with pay for each calendar year of Government service which shall accrue at the rate of 6 hours per bi-weekly pay period with an additional 4 hours for the last full bi-weekly pay period in the calendar year. (For the calendar year 1951, the additional accrual for the last bi-weekly pay period shall be 2 hours.) The minimum credit of annual leave is 1 hour and additional credits are in multiples thereof. Permanent employees who enter on or separate from duty on other than the first or last work day of the bi-weekly pay period accrue leave in accordance with the following schedule:

<u>BASIC WORK DAYS</u>	<u>HOURS CREDIT</u>
1	1
2	1
3	2
4	2
5	3

(2) Part-time employees, for whom there has been established a regular tour of duty covering not less than 5 days in any administrative work week, will accrue 1 hour annual leave for every 13 hours in pay status and 1 hour of sick leave for every 17 hours of duty.

(3) Temporary employees earn 1 2/3 days annual leave for each full continuous month of service; however, no annual leave accrues for a fractional service month. The minimum charge for annual leave is 1 hour and additional leave will be charged in multiples of 1 hour."

2. Should further information be desired, kindly advise.

25X1A

~~RESTRICTED~~

SEP 27 1951

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 13 September 1951

FROM : Comptroller

SUBJECT: Attached Notice Re: Annual Leave

1. It is requested that the attached Notice be reproduced and distributed in order to inform all Agency employees of the effects of the statutory changes respecting the accrual and accumulation of annual leave as provided by Section 601 of Public Law 137, 82nd Congress, approved 31 August 1951.

2. We have informally discussed this release with a member of the office of the General Counsel and believe that the attached notice is correct. However, in view of the technical legal questions which have arisen concerning the retroactive provisions of this Act, and the third proviso of Section 601, it is suggested that the final draft of the attached Notice be submitted to the General Counsel for concurrence before release.

[Redacted]

25X1A

E. R. SAUNDERS

SEP 14 1951

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE  
NO.

September 1951

SUBJECT : Annual Leave

RESCISSION: Notice No. [REDACTED] dated 15 May 1951

25X1A

1. Section 601 of Public Law 137, 82nd Congress, approved on 31 August 1951, is quoted below:

"No part of the funds of, or available for expenditure by any corporation or agency included in this or any other Act, including the government of the District of Columbia, shall be available to pay for annual leave accumulated by any civilian officer or employee during the calendar year 1951 and unused at the close of business on June 30, 1952:  
Provided, That after July 1, 1951 no civilian officer or employee shall be entitled to earn annual leave at a rate in excess of twenty days per year: Provided further, That the head of any such corporation or agency shall afford an opportunity for officers or employees to use the annual leave accumulated under this section prior to June 30, 1952: Provided further, That this section shall not apply to officers and employees whose post of duty is outside the continental United States: And provided further, That this section shall not apply with respect to the payment of compensation for accumulated annual leave in the case of officers or employees who leave their civilian positions for the purpose of entering upon active military or naval service in the Armed Forces of the United States."

(Underscoring supplied)

2. Each employee whose post of duty is within the continental United States at the close of business on 30 June 1952 must use all annual leave accumulated during the calendar year 1951, prior to the close of business on 30 June 1952. If such leave is not taken, it must be forfeited.

3. Each employee affected by the above will be provided an opportunity by his supervisor to take the full amount of leave accrued during the calendar year 1951 prior to 1 July 1952. Leave will be scheduled in such a manner as to permit the continued, efficient conduct of business by each office and staff section of the Agency.

(See CIA Reg. [REDACTED])

4. The above underscored portion of Section 601 does not apply to any employee whose post of duty is outside the continental United States at the close of business on 30 June 1952. Such employees will not be required to forfeit unused leave. A question exists with respect to the amount of annual leave which may be earned by an employee whose post of duty is outside the continental United States. However, until this question is resolved by the Comptroller General of the United States such employees shall also be limited to the twenty days per year maximum.

5. An employee who leaves his civilian position before 1 July 1952, for the purpose of entering upon active duty in the Armed Forces is entitled to receive a lump-sum payment for his accumulated and current accrued annual leave, or to have such leave remain to his credit, whichever he may elect.

6. These restrictions do not affect leave accrued prior to 1 January 1950 which may continue to be carried over, provided that the maximum total under existing law is not exceeded.

25X1A

7. Attention is also invited to paragraph C(5), CIA Regulation No. [REDACTED] which states Agency policy relative to annual leave. (S-1)

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

2-2104

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Memorandum for A-DD/A (General)

FROM : Legislative Counsel

SUBJECT:

DATE: 11 September 1951

1. Section 601 of the "Independent Offices Appropriation Act, 1952" (Public Law 137 - 82nd Congress) reads as follows:

"Section 601. No part of the funds of, or available for expenditure by any corporation or agency included in this or any other Act, including the government of the District of Columbia, shall be available to pay for annual leave accumulated by any civilian officer or employee during the calendar year 1951, and unused at the close of business on June 30, 1952: Provided, That after July 1, 1951, no civilian officer or employee shall be entitled to earn annual leave at a rate in excess of twenty days per year: Provided further, That the head of any such corporation or agency shall afford an opportunity for officers or employees to use the annual leave accumulated under this section prior to June 30, 1952: Provided further, That this section shall not apply to officers and employees whose post of duty is outside the continental United States: And provided further, That this section shall not apply with respect to the payment of compensation for accumulated annual leave in the case of officers or employees who leave their civilian positions for the purpose of entering upon active military or naval service in the Armed Forces of the United States."

2. It is noted that this section provides that annual leave accumulated during the calendar year 1951 must be used by the close of business June 30, 1952 or it shall be forfeited.

3. It should also be noted that annual leave subsequent to 1 July 1951 shall not be earned in excess of 20 days per year. In view of the fact that two months of the fiscal year elapsed prior to the passage of this Act, the legality of the section may be challenged. However, for purposes of CIA Regulations, annual leave based on 20 days should be considered to be the law.

SEP 13 1951

- 2 -

4. It should be noted that the above provisions shall not apply to employees whose post of duty is outside the continental United States at the close of business on 30 June 1952. (See CIA Notice [redacted])

25X1A

5. Any CIA Regulation issued in compliance with this section should note that the law provides that the head of an agency shall afford an opportunity for employees to use the annual leave accumulated during calendar year 1951 prior to June 30, 1952.

6. Copies of this Act have been furnished the Comptroller who is drawing up the basic regulation.



25X1A

Walter L. Pforzheimer

WLP/blc

Distr: Orig. & 2 cc to addressee  
Stayback - 2

FEDERAL REGISTER  
7 September 1951TITLE 5—ADMINISTRATIVE  
PERSONNEL

## Chapter I—Civil Service Commission

PART 30—ANNUAL AND SICK LEAVE  
REGULATIONS

## MISCELLANEOUS AMENDMENTS

1. Paragraphs (a), (b) and (d) of § 30.201 are amended to read as follows:

§ 30.201 *Accrual of annual leave*. Beginning July 1, 1951, annual leave shall accrue and be credited to employees as follows:

(a) *Full-time employees*. (1) Permanent full-time employees shall earn annual leave of twenty days a calendar year, which shall accrue at the rate of three-fourths of one day per bi-weekly pay period, with an additional one-half day for the last full bi-weekly pay period in the calendar year: *Provided*, That for the calendar year 1951 the additional accrual for the last bi-weekly pay period shall be one-fourth day. The total credit of twenty days may be given at the beginning of the calendar year, or the appropriate accrual may be credited each pay period until the total of not more than twenty days in the calendar year is reached.

In computing annual leave accruals for less than a complete bi-weekly pay period, the table given below will govern in determining leave accruals for basic eight-hour work days in five-day work weeks. Fractions of work days shall be disregarded.

Basic work days:	Hours credit
1	1
2	1
3	2
4	2
5	3

(2) Temporary full-time employees shall earn and be credited with annual leave of one and two-third days for each full continuous month of service.

(b) *Part-time employees*. (1) Permanent part-time employees for whom there has been established a regular tour of duty covering not less than five days

in any administrative work week shall earn and be credited with one hour of annual leave for each thirteen hours in a pay status, any hours in excess of forty in any administrative work week to be disregarded.

(2) Temporary part-time employees for whom there has been established a regular tour of duty covering not less than five days in any administrative work week shall earn and be credited with one hour of annual leave for each thirteen hours in a pay status during each full continuous month of service. Any hours in excess of forty in any administrative work week shall be disregarded.

(d) The minimum accrual and credit for annual leave shall be one hour, and additional accruals and credits shall be in multiples thereof, except as a fractional hour's accrual is required at the end of the month of service for a full-time temporary employee.

2. Section 30.403 is amended to read as follows:

§ 30.403 *Nonpay status*. Effective July 1, 1951, whenever a permanent full-time employee's absence in a nonpay status within a calendar year totals the equivalent of the base-pay hours in one-biweekly pay period, the credits for annual leave shall be reduced three-fourths of one day and for sick leave five-eighths of one day for each such period. The total deductions in sick leave credits on account of nonpay status in any one calendar year shall not exceed fifteen days: *Provided*, That any employee who is in nonpay status for a full calendar year shall receive no annual or sick leave accrual for such calendar year.

(Sec. 7, 49 Stat. 1162; 5 U. S. C. 30a, E. O. 9414, Jan. 13, 1944, 9 F. R. 628; 3 CFR, 1944 Supp.)

UNITED STATES CIVIL SERVICE  
COMMISSION,  
[SEAL] ROBERT RAMSPECK,  
Chairman.

[F. R. Doc. 51-10765; Filed, Sept 6, 1951;  
8:51 a. m.]

**RESTRICTED**  
SECURITY INFORMATION**Office Memorandum • UNITED STATES GOVERNMENT**

TO : O &amp; M Service

DATE: 23 January 1952

FROM : Office of General Counsel

SUBJECT: Proposed Revision of CIA Regulation [REDACTED] (Time, Leave, and Pay) 25X1A

1. This office has no legal objection to the proposed revision of the above regulation.

2. However, we have certain misgivings about putting into our regulations such detailed and primarily procedural information which in a large part is a paraphrase of the Civil Service Commission's Federal Employees' Manual. We would prefer to see the procedural information incorporated by reference and thus obviate the necessity of revising the section with an ever-increasing frequency, whenever a minor change is made in the Federal Personnel Manual.

OGC/MLE/McD

25X1A

Enclosure:

one copy of [REDACTED]

25X1A

Distribution:

Orig & 1 - Add  
2 - OGC**RESTRICTED**

SECURITY INFORMATION

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

25X1A

Y. Unpaid Compensation of Deceased Employees

- (1) Direct settlement of unpaid compensation will be made by the Agency with the surviving spouse, or with the beneficiary (or beneficiaries) designated by the employee on Standard Form No. 1152, "Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee". Forms No. 1152 should be filed with the Fiscal Division, Finance Office, and will be effective so long as the individual is continuously employed by the Agency.
- (2) Where no spouse survives the employee, or where he has failed to execute Form No. 1152, direct settlement will be made by the General Accounting Office in the precedence established by Public Law 636, 31st Congress.

*with editorial changes*

I do ~~(not)~~ concur in the proposed revision of CIA Regulation No. [REDACTED], Time, Leave and 25X1A Pay.

25X1A

*by*

*1/22/52*

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

25X1A

## Y. Unpaid Compensation of Deceased Employees

(1) Direct settlement of unpaid compensation will be made by the Agency with the surviving spouse, or ~~with~~<sup>to</sup> the beneficiary (or beneficiaries) designated by the employee on Standard Form No. 1152, "Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee". Forms No. 1152 should be filed with the Fiscal Division, Finance Office, and will be effective so long as the individual is continuously employed by the Agency.

(2) Where no spouse survives the employee, or where he has failed to execute Form No. 1152, direct settlement will be made by the General Accounting Office in the precedence established by Public Law 636, 81st Congress.

I do (not) concur in the proposed revision of CIA REgulation No. [REDACTED] Time, Leave, and 25X1A Pay. with changes noted.

25X1A

*asst. Engrst.*

*Concur subject to  
indicated changes*

25X1A

3. TIME, LEAVE AND PAY

U. Time and Attendance Reports (Standard Form No. 34-42)

L(6) Time and Attendance Reports submitted on behalf of experts or consultants employed under Personal Service Contracts must reflect actual hours worked. One of the following certifications will be signed by the expert or consultant on the reverse of the Time and Attendance Report:

(a) For those not drawing retirement pay from another Government Service:

"I certify that for the days covered by this report, during which I was employed, I have not received nor will I claim compensation from any other Government Agency."

(b) For those drawing retirement pay from the Armed Services or the Foreign Service of the United States:

"I certify that for the days covered by this report during which I perform service as an Intermittent Consultant on a fee basis in the CIA, I have not received nor will I claim compensation from any other Government Agency with the exception of retirement pay from the (insert appropriate Service)." J

[REDACTED] 25X1A

Deputy Director  
(Administration)

9 February 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Time and Attendance Certification  
by Fee Basis Consultants

1. Under Regulation [REDACTED] consultants now certify on their vouchers that they receive no compensation from other Government agencies for the days on which they are paid consultant fees. This is appropriate in all but those few cases where an intermittent consultant on a fee basis is entitled to draw retirement pay from one of the Services as well as his consultant's fee. In those cases the certification should read as follows:

25X1A

"I certify that for the days covered by this report, during which I performed services as an intermittent consultant on a fee basis with the Central Intelligence Agency, I have not received nor will I claim compensation from any other Government agency with the exception of retirement pay from the United States Navy." (Army or Air Force can be substituted for Navy as appropriate.)

2. This certification was suggested by the Chief of the Fiscal Division and has been concurred in by the GAO representative. It would seem appropriate to amend Regulation [REDACTED] accordingly.

25X1A  
25X1A

[REDACTED]

LAWRENCE R. HOUSTON  
General Counsel

OGC/LRH:mls

Distribution:

Orig - DD/A

25X1A

cc - Exec Ass't to Director

25X1A

cc - ONE, Attn: Mr. [REDACTED]

cc - [REDACTED]

cc - Personnel Director (Att: Mr. Meloon)

25X1A

cc - Personnel Division (Att: Mr. [REDACTED])

RESTRICTED

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RESTRICTED

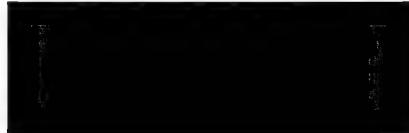
# Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Organization & Methods Service      DATE: 7 February 1952  
FROM : Deputy Comptroller  
SUBJECT: Revised procedure for requesting overtime approval

1. In line with our recent discussion, we have distributed the attached memorandum to all Administrative Officers to give effect to the revised procedure for requesting overtime approval.

25X1A

2. We would appreciate your taking such steps as are necessary to provide for appropriate incorporation of the attached in the [redacted] series of the Administrative Regulations. I believe that the inclusion of the attached, subject to such format changes as you believe necessary, will provide adequate instructions to operating officials. We will be glad to be of any further assistance that you may find necessary in this matter.



25X1A

RESTRICTED

FEB 1 1952

**RESTRICTED**  
CENTRAL INTELLIGENCE AGENCY

MEMORANDUM

30 January 1952

TO : All Administrative Officers  
 FROM : Comptroller  
 SUBJECT: Requests for Approval of Overtime

25X1A

1. Reference is made to Agency Regulations [redacted] Sections, A, Q, R and V(1)(c), and [redacted] concerning overtime and holiday work. The purpose of this circular is to issue revised instructions simplifying the present procedure for requesting approval for work in excess of 40 hours per week.

25X1A

2. Advance approval for overtime must be secured from the Finance Office for all continental U. S. employees. Requests for both vouchered and unvouchered employees should hereafter be forwarded to the Budget Division, using separate forms for each. Approval is also required if compensatory time is to be granted in lieu of payment for overtime. Request for approval for holiday work must be submitted on a separate form with complete justification for such requirements.

3. In order to reduce to a minimum the workload required of requesting offices, the following changes in the existing procedure have been effected:

a. A single request may now be submitted to cover up to four pay periods in advance. In those instances where it is not possible to forecast normal overtime requirements four pay periods in advance, an estimate may be submitted for a lesser number of pay periods. It is necessary that the request clearly indicate requirements broken down by the pay period covered by the request.

b. Only the estimated number of employees and the estimated number of hours required for overtime work need be shown. Information concerning grade and title of employees is omitted except as a part of the justification as indicated below.

c. The listing on a copy of Form No. 32-3 of the names of persons actually performing overtime and hours worked will no longer be required. Such information will be secured by the Payroll Branch from the "Time and Attendance Report."

4. The present Form 32-3, "Request for Approval of Overtime," will be revised in accordance with the simplified procedure. The old form should continue to be used until the present supply is exhausted, but its use should be modified to reflect only the information required under the new procedure.

5. It is recognized that the information under "Estimated Hours and Number of Employees" is an estimate, but it is urged that each office review overtime requirements carefully in order to develop as accurate a forecast as possible. Consideration should be given to anticipated variations in workload, personnel leave schedules, and other factors which may cause fluctuations from pay period to pay period. If it appears necessary to increase an estimate already approved by the Finance Office, a supplemental request should be submitted.

**RESTRICTED**

FEB 1 1952

~~RESTRICTED~~

- 2 -

6. Under the simplified procedure, it becomes even more important that requests indicate, concisely but adequately, the reasons why overtime is necessary to meet the requirements of the respective offices. Justifications should clearly state the purpose for which overtime is to be used, in general the type of personnel involved, and the reason why the work cannot be completed during normal working hours.

7. In addition to a copy to be retained by the Budget Division, a copy of Form 32-3 should be prepared for each pay period listed on the Form. This will permit returning to the requesting office sufficient approved copies in order that a copy may be forwarded to the appropriate Payroll Branch of the Finance or Fiscal Division with each set of time and attendance reports for the applicable period.

25X1A

E. R. SAUNDERS

~~RESTRICTED~~

1952

# Office Memorandum • UNITED STATES GOVERNMENT

25X1A      TO : [REDACTED] Advisor for Management      DATE: NOV 6 1951  
FROM : General Counsel  
SUBJECT: Revision of CIA Regulation No. [REDACTED]

25X1A

25X1A      1. Subsection 4 of Section K, entitled "Military Leave" of the proposed CIA Regulation [REDACTED] provides in part: "Employees directed by a local draft board or a reserve unit of the Armed Forces to report for physical examination will be granted leave with pay for the required period, not to exceed eight hours."

2. Section K-4 as proposed, is evidently an adaptation of the amendment of June 26, 1951, to the Federal Personnel Manual. This provision states: "Agencies shall grant leave of absence to employees for the purpose of entering, determining physical fitness to enter, or performing training duty in the Armed Forces of the United States." (ZL-375, Section 35.2 (b))

Note that no mention is made of what type of leave shall be granted. This may be attributed to the fact that this language was in turn adopted almost verbatim from Public Law 51, Section 9(g)(3), which, referring to employees in general states: "Any employee ... shall be granted leave of absence by his employer for the purpose of being inducted into, entering, determining his physical fitness to enter ... the Armed Forces of the United States."

3. Federal Personnel Manual (LI-7) provides that "military leave of absence with pay is granted for the purpose of training prospective member of the Armed Forces for active duty." Military leave "with loss of pay, time, or efficiency rating" is granted for specific periods, duties and based upon specific statutory authority which are enumerated in detail. Nowhere is express authority to grant military leave to "employees directed by local draft boards to report for physical examination." Mr. Herman C. Davis in the office of the Civil Service Commission which drafted the amendment referred to above, states that to give military leave for the leave of absence mentioned in the amendment would be "100% wrong" as military leave has a specific meaning. We are obliged to concur in this opinion.

4. If military leave cannot be granted for this purpose the question arises as to whether or not another type of compensatory leave may be granted. Speaking to several officials

SECURITY INFORMATION  
**RESTRICTED**

## SECURITY INFORMATION

-2-

within the Agency it has been found that the policy in this respect in the past has not been clear. Some offices grant "administrative leave," others annual leave, perhaps still others leave without pay. Mr. Davis suggested that those who have in the past granted annual leave for this purpose would be on safer grounds as far as the Comptroller General is concerned, if they continued this practice rather than granting "administrative leave." "Administrative leave" in the Federal Personnel Manual is likewise granted for specific purposes among which no mention is found of leave for physical examinations for the purpose of entering the Armed Forces.

5. We suggest that since the amendment to the Federal Personnel Manual which initiated the proposed revision in our regulations, does not state what type of leave is to be granted or whether it is to be with or without pay, that the question will eventually be referred to the Comptroller General. Unless administrative policy determines that we would not object to being the one who has to plead this case to the Comptroller General, we should, until such time as a determination is made, grant annual leave or leave without pay for this purpose. We should definitely not grant "military leave" for this purpose.

6. Section K(2) of the proposed draft provides "members of the National Guard will be granted military leave with pay without charge to annual leave on all days of service to which they are ordered by competent authority." This terminology is vague and could be construed as granting military leave with pay to members of the National Guard during the entire time a National Guard unit was called into active service. We are not worried about this happening since the Comptroller General in 20 Comp. Gen. 150 stated, "all military leave of absence with pay is limited to periods of annual training as distinguished from active duty." We fail, however, to see the purpose in supplementing K(1) with K(2) which apparently covers the same situation with preferred terminology.

7. We suggest, therefore, that Section K(2) be omitted and that Section K(1) be amended to read as follows:

"Military leave for training purposes only (or for parade or encampment duty with the National Guard of the District of Columbia), not to exceed

SECURITY INFORMATION

SECURITY INFORMATION

-3-

fifteen calendar days in any one calendar year will be granted with pay without charge to annual leave to members of reserve components of the Armed Forces of the United States. Saturdays and Sundays will be included in the fifteen calendar days leave period only when such leave includes the preceding Friday and the following Monday."

25X1A



LAWRENCE R. HOUSTON

OGC/LRH/McD

Distribution:

Orig - Add  
2 - OGC

SECURITY INFORMATION

REF ID: A65700  
Security classification

Press



PL 810

5 December 1951

MEMORANDUM FOR: Deputy Director (Administration)

25X1A SUBJECT : Revision of CIA Regulation No. [REDACTED] Time, Leave and Pay.

25X1A 1. The revision of CIA Regulation No. [REDACTED] was requested by the Comptroller's Office.

(a) Simplify the procedure for Time and Attendance reports submitted on behalf of consultants.

(b) Provide for granting leave without charge to annual or sick leave to employees directed by local draft boards to report for physical examinations.

2. Revised drafts were submitted to the following Offices and with the exception of OO and General Counsel all have concurred without comment.

Concurrences:

Comptroller	OSO
Admin. Services	OPC
Commo	OSI
Personnel	OCI

3. The General Counsel and the Office of Operations both commented on the present provision granting military leave for members of the National Guard. Upon receipt of his memorandum of 6 November, the General Counsel's Office was again contacted and it was ascertained that members of the National Guard of the District of Columbia will be granted military leave in addition to the standard 15 days allowed for training purposes for parade or encampment duty. The attached draft has therefore been revised accordingly.

4. General Counsel's comments regarding leave for personnel requested to report to draft boards for medical examinations is being made the subject of separate memorandum.

5. Recommend approval of the attached.

DEC 16 1951

25X1A



Advisor for Management

attnchs.

## CENTRAL INTELLIGENCE AGENCY REGULATION

- (2) Two copies or extracts of the Armed Services orders will be given to the appropriate Time and Attendance Clerk to be submitted with the first Report showing military leave. If leave extends beyond that reporting period, additional military leave should be reported on subsequent Form No. 34-42 and a reference made to the first Report submitted.
- (3) Time and Attendance Clerks will include under "Remarks" on Form No. 34-42 inclusive hours of holiday, overtime or compensatory time worked by each employee. A statement should also be made as to the period during which lunch was observed.
- (4) When night differential is claimed, Form No. 34-42 must indicate the employee's tour of duty.
- (5) Correspondence pertaining to unauthorized absence must be furnished the Finance Office in support of Form No. 34-42 on which AWOL is reported.
- (6) Time and Attendance Reports submitted on behalf of experts or consultants employed under Personal Service Contracts must reflect actual hours worked. ✓ The following certification will be signed by the expert or consultant on the reverse of the Time and Attendance Report:

"I certify that for the days covered by this report, during which I was employed, I have not received nor will I claim compensation from any other Government Agency, unless otherwise noted."

## V. Designations

- (1) Office heads will submit to the Finance Office on Form No. 34-35 separate lists of persons authorized to:
  - (a) Receive and distribute salary checks.
  - (b) Certify the correctness of, and submit Time and Attendance Reports.
  - (c) Request approval of compensatory time or overtime to be worked.
- (2) Items under (a) and (b), above, will be forwarded to the Fiscal Division, Finance Office; items under (c), above, will be forwarded to the Budget Division, Finance Office.
- (3) The above lists must be kept current at all times.

## W. Native and Foreign National Employees

This Regulation should be used for administering leave and payments to native and foreign national employees at overseas installations insofar as it is not inconsistent with local laws and practices. Any deviations required by local law or practice must be reported to the Finance Office and approval obtained before action is taken. Such report must furnish recommendations and a copy of the applicable law or regulation.

25X1A

25X1A

Deputy Director Effective:

(Administration) Rescind : Page 10 of

-10-

1 April 19

- (3) Form No. 37-3 will be initiated by Offices when LWOP for 60 or more calendar days is recommended for approval. Standard Form No. 50, Notification of Personnel Action, will be issued when such leave or an extension or renewal thereof is approved.
- (4) Employees who are granted an extended period of LWOP (60 days or more) will, prior to the beginning of such leave, execute Form No. 34-30.

K. Military Leave

- (1) Military leave for training purposes only, not to exceed 15 calendar days in any one calendar year, will be granted with pay without charge to annual leave to members of reserve components of the Armed Services of the United States. Saturdays and Sundays will be included in the 15 calendar days leave period only when such leave includes the preceding Friday and the following Monday.
- (2) Members of the National Guard of the District of Columbia will, in addition to K(1), above, be granted military leave with pay when ordered by competent authority to report for parade or encampment duty. [REDACTED]
- (3) Applications for military leave will be processed in the same manner as applications for advanced annual leave.

L. Court Leave

- (1) A permanent employee who attends court as a witness on behalf of the United States or the Government of the District of Columbia, or for jury duty, in a State, District of Columbia, or Federal Court, is entitled to his regular pay while absent from duty, and no charge for leave is made. Evidence of attendance at court and evidence of receipt or non-receipt of fees are required. Applications for court leave will be processed in the same manner as applications for advanced annual leave.
- (2) It is Agency policy to encourage jury service wherever possible without serious interference with Agency operations. An official Agency request for an excuse from jury duty will be made only on the basis of unusual pressure of work, security of operations, or other adequate official reasons. Except for security of operations, normally a postponement rather than an excuse from duty will be made. Requests for excuse from jury duty or postponement will be forwarded through the Office head concerned to the General Counsel for action.
- (3) Annual leave or LWOP will be granted when an employee is absent from duty because of private litigation.
- (4) An employee may be granted court leave if the value of his testimony rises from his official capacity.

25X1A

25X1A

Deputy Director Effective: 11 Nov 1951  
(Administration) Rescind : Page 6 [REDACTED]

1 April 1951

RESTRICTED

-6-

RESTRICTED

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management  
THRU : Comptroller *FPB*  
FROM : Chief, Fiscal Division

DATE: 11 October 1951

SUBJECT: CIA Regulation No. [REDACTED]

25X1A

1. Subsection U. (6) of the subject Regulation reads, in part, as follows:

"Time and Attendance Reports submitted on behalf of experts or consultants employed under Personal Service Contracts must reflect actual hours worked and be certified by the Office head supervising the expert or consultant. \* \* \*"  
(Underscoring supplied)

2. It is recommended that the quoted Subsection be revised to the extent of deleting the underscored portion. This recommendation is based upon the thought that a person designated by the Office head to certify the correctness of, and submit Time and Attendance Reports, under Subsection V. (1)(b) of the subject Regulation, should be qualified to certify Reports submitted on behalf of experts or consultants as well as other personnel of the particular Office. Also, it would appear that knowledge as to attendance, rather than position or salary, is the principal requirement of the person certifying Reports.

3. Adherence to the quoted Subsection has necessitated returning Time and Attendance Reports to the submitting Office since they were not certified by the Office head, even though signed by a person designated by him to certify Reports submitted on behalf of regular personnel of his Office. The revision recommended above would relieve this situation.

25X1A

RESTRICTED

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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management  
THRU : Comptroller  
FROM : Chief, Fiscal Division

DATE: 14 August 1951

SUBJECT: Amendment to CIA Regulation No. [REDACTED]  
Time, Leave and Pay

25X1A

1. It appears advisable that CIA Regulation No. [REDACTED] be amended 25X1A by adding a subsection authorizing the granting of official leave for examinations to determine physical fitness to enter the Armed Forces. The subsection should read substantially as follows:

## Official Leave:

Leave of Absence for purpose of determining physical fitness to enter the Armed Forces of the United States will be granted under the following conditions:

(1) Employees directed by either a local draft board or a reserve unit of the Armed Forces to report for a physical examination may be excused without charge of annual or sick leave for the required period, not to exceed 8 hours. Time in excess of 8 hours will be charged to annual leave or leave without pay as applicable.

(2) Time and Attendance reports will show the official leave under the caption "Other" and will be supported by a copy of the order directing the examination.

} 15  
This  
regular  
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25X1A

Revised [REDACTED]

Do you want each sample Person  
to report to Draft Board and sign on copy  
within a month?

John

Aug 15 1951

**RESTRICTED** Draft - 22 October 1951

## K. Military Leave

(1) Military leave for training purposes, not to exceed 15 calendar days in any one calendar year, will be granted with pay without charge to annual leave to members of reserve components of the Armed Services of the United States. Saturdays and Sundays will be included in the 15 calendar days leave period only when such leave includes the preceding Friday and the following Monday.

(2) Members of the National Guard will be granted military leave with pay without charge to annual leave on all days of service to which they are ordered by competent authority.

(3) Applications for military leave will be processed in the same manner as applications for advanced annual leave.

(4) Employees directed by a local draft board or a reserve unit of the Armed Services to report for physical examination will be granted leave with pay for the required period, not to exceed eight hours. Time in excess of eight hours will be charged to annual leave or leave without pay as applicable.

\* \* \* \* \*

## U. Time and Attendance Reports (Standard Form No. 1130)

(6) Time and Attendance Reports submitted on behalf of experts or consultants employed under Personal Service Contracts must reflect actual hours worked.

The following certification will be signed by the expert or consultant on the reverse of the Time and Attendance Report:

"I certify that for the days covered by this report, during which I was employed, I have not received nor will I claim compensation from any other Government Agency, unless otherwise noted."

**RESTRICTED**

CONCURRENCE SHEET

I do (see) concur in the above changes of CIA Regulation No. [REDACTED] Travel. 25X1A

Except paragraph K (2). As this now reads, if a member of a National Guard Unit should be ordered to extended active duty, it would appear that he would receive military leave with pay for the entire period. I am sure this is not the intent, but the sentence should be clarified.

25X1A

[REDACTED], DAD/0 - 6 Nov 51

25X1A

Office Memorandum • UNITED STATES GOVERNMENT  
*JKL*

TO : Advisor for Management

FROM : Comptroller

SUBJECT: Revision of CIA Regulation  
No. [REDACTED] Time Leave and Pay

DATE: 1 November 1951

25X1A

1. Reference is made to your memorandum of 22 October 1951, subject as above, requesting comments on the proposed revision.

2. This office concurs in the draft as written and no further comments appear necessary.

[REDACTED]

25X1A

E. R. SAUNDERS

Attachment

*Nov. 5, 1951*

RESTRICTED

Draft - 22 October 1951

## CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

## A. Military Leave

(1) Military leave for training purposes only, not to exceed 15 calendar days in any one calendar year, will be granted with pay without charge to annual leave to members of reserve components of the Armed Services of the United States. Saturdays and Sundays will be included in the 15 calendar days leave period only when such leave includes the preceding Friday and the following Monday.

(2) Members of the National Guard will be granted military leave with pay without charge to annual leave on all days of service to which they are ordered by competent authority.

(3) Applications for military leave will be processed in the same manner as applications for advanced annual leave.

(4) Employees directed by a local draft board or a reserve unit of the Armed Services to report for physical examination will be granted leave with pay for the required period, not to exceed eight hours. Time in excess of eight hours will be charged to annual leave or leave without pay as applicable. J

\* \* \* \* \*

## B. Time and Attendance Reports (Standard Form No. 1130)

(6) Time and Attendance Reports submitted on behalf of experts or consultants employed under Personal Service Contracts must reflect actual hours worked.

(7) The following certification will be signed by the expert or consultant on the reverse of the Time and Attendance Report:

"I certify that for the days covered by this report, during which I was employed, I have not received nor will I claim compensation from any other Government Agency, unless otherwise noted."

10/11/51

CONCURRENCE SHEET

I do (        ) concur in the above changes of CIA Regulation No.       , Travel. 25X1A

25X1A

*Acting Reg. Chf.  
Administrative Service.*

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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 30 October 1951

FROM : Assistant Director for Communications

SUBJECT: Revision of CIA Regulation No. [REDACTED] Time, Leave and Pay

25X1A

1. Under a memorandum, dated 22 October 1951, the Advisor for Management has submitted a proposed revision of CIA Regulation No. [REDACTED] for review and comment by this Office.

25X1A

2. The Office of Communications concurs in additions covering Time and Attendance under K, Military Leave, paragraph 4; and in the recommendations for deletion of provisions calling for certification by an office head as presently set forth under paragraph 4 (6).

25X1A

10/10/51

ILLEGIB

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100130010-9

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100130010-9

RECORDED AND INDEXED

I do ~~concur~~ concur in the above changes of CIA Regulation No. [REDACTED] Manual. 25X1A



Concurrence  
[REDACTED]

RESTRICTED

Draft - 22 October 1951

## CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

## K. Military Leave

- (1) Military leave for training purposes only, not to exceed 15 calendar days in any one calendar year, will be granted with pay without charge to annual leave to members of reserve components of the Armed Services of the United States. Saturdays and Sundays will be included in the 15 calendar days leave period only when such leave includes the preceding Friday and the following Monday.
- (2) Members of the National Guard will be granted military leave with pay without charge to annual leave on all days of service to which they are ordered by competent authority.
- (3) Applications for military leave will be processed in the same manner as applications for advanced annual leave.
- (4) Employees directed by a local draft board or a reserve <sup>COMPONENT</sup> unit of the Armed Services to report for physical examination will be granted leave with pay for the required period, not to exceed eight hours. Time in excess of eight hours will be charged to annual leave or leave without pay as applicable. 7

\* \* \* \* \*

## U. Time and Attendance Reports (Standard Form No. 1130)

- (6) Time and Attendance Reports submitted on behalf of experts or consultants employed under Personal Service Contracts must reflect actual hours worked.
- The following certification will be signed by the expert or consultant on the reverse of the Time and Attendance Report:

"I certify that for the days covered by this report, during which I was employed, I have not received nor will I claim compensation from any other Government Agency, unless otherwise noted."

BECOMING

CONCURRENCE SHEET

I do (not) concur in the above changes of CIA Regulation No. [REDACTED] travel. 25X1A

25X1A

10/4/61

BBB  
00 6 25 MA 15 100  
RECORDED

RESTRICTED

Draft - 22 October 1961

DEPARTMENT OF DEFENSE MILITARY REGULATIONS

RELEASER

25X1A

## E. Military Leave

(1) Military leave for training purposes only, not to exceed 15 calendar days in any one calendar year, will be granted with pay without charge to annual leave to members of reserve components of the Armed Services of the United States. Saturdays and Sundays will be included in the 15 calendar days leave period only when such leave includes the preceding Friday and the following Monday.

(2) Members of the National Guard will be granted military leave with pay without charge to annual leave on all days of service to which they are ordered by competent authority.

(3) Applications for military leave will be processed in the same manner as applications for advanced annual leave.

(4) Employees directed by a local draft board or a reserve unit of the Armed Services to report for physical examination will be granted leave with pay for the required period, not to exceed eight hours. Time in excess of eight hours will be charged to annual leave or leave without pay as applicable.

\*\*\*\*\*

## U. Time and Attendance Reports (Standard Form No. 1130)

(6) Time and Attendance Reports submitted on behalf of experts or consultants employed under Personal Service Contracts must reflect actual hours worked.

The following certification will be signed by the expert or consultant on the reverse of the Time and Attendance Report:

"I certify that for the days covered by this report, during which I was employed, I have not received nor will I claim compensation from any other Government Agency, unless otherwise noted."

CONCURRENCE SHEET

I do ~~not~~ concur in the above changes of CIA Regulation No. [REDACTED] Travel. 25X1A

[REDACTED] 25X1A

*Chief Admin/OSO*

REF ID: A6572

100

MEMORANDUM FOR: ADVISOR FOR MANAGEMENT

SUBJECT: Revision of CIA Regulation No. [REDACTED] Time, Leave, and Pay 25X1A

ATTACHMENT: Memo dtd 22 October 1951 from Advisor for Management  
re draft revision of CIA Regulation [REDACTED] 25X1A

This office concurs in the changes proposed in the attached draft  
revision of CIA Regulation [REDACTED]

25X1A

[REDACTED] 25X1A

for KILBOURNE JOHNSTON  
Assistant Director For  
Policy Coordination

REF ID: A6572

REF ID: A621023

JAN 22 - 22 October 1961

CIA-101. APPROVED MILITARY LEAVE

REF ID: A621024

25X1A

## K. MILITARY LEAVE

(1) Military leave for training purposes only, not to exceed 15 calendar days in any one calendar year, will be granted with pay without charge to account leave to members of reserve components of the Armed Services of the United States. Saturdays and Sundays will be included in the 15 calendar days leave period only when such leave includes the preceding Friday and the following Monday.

(2) Members of the National Guard will be granted military leave with pay without charge to annual leave on all days of service to which they are ordered by competent authority.

(3) Applications for military leave will be processed in the same manner as applications for advanced annual leave.

(4) Employees directed by a local draft board or a reserve unit of the Armed Services to report for physical examination will be granted leave with pay for the required period, not to exceed eight hours. Time in excess of eight hours will be charged to annual leave or leave without pay as applicable. 7

\*\*\*\*\*

## L. TIME AND ATTENDANCE REPORTS (Standard Form No. 1132)

(6) Time and Attendance Reports submitted on behalf of experts or consultants employed under Personal Service Contracts must reflect actual hours worked.

The following certification will be signed by the expert or consultant on the reverse of the Time and Attendance Report:

"I certify that for the days covered by this report, during which I was employed, I have not received nor will I claim compensation from any other Government Agency, unless otherwise noted."

CONCURRENCE SHEET

I do ~~not~~ concur in the above changes of CIA Regulation No. [REDACTED] Travel.

25X1A

25X1A

for AOPC

REFERENCE

Serial : 62 October 1961

25X1A

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100130010-9

## I. MILITARY LEAVE

(1) Military leave for training purposes only, not to exceed 10 calendar days in any one calendar year, will be granted with pay without charge to annual leave to members of regular components of the Armed Services of the United States. Saturdays and Sundays will be included in the 10 calendar days leave period only when such leave includes the preceding Friday and the following Monday.

(2) Members of the National Guard will be granted military leave with pay without charge to annual leave on all days of service to which they are ordered by competent authority.

(3) Applications for military leave will be processed in the same manner as applications for annual leave.

(4) Employees directed by a local draft board or a reserve unit of the Armed Services to report for physical examination will be granted leave with pay for the required period, not to exceed eight hours. Time in excess of eight hours will be charged to annual leave or leave without pay as applicable. [ ]

S A S W S A S S S

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## II. TIME AND ATTENDANCE REPORTS (Standard Form No. 113)

(5) Time and Attendance Reports submitted on behalf of experts or consultants employed under Personal Service Contracts must reflect actual hours worked.

The following certification will be signed by the expert or consultant on the reverse of the Time and Attendance Report:

"I certify that for the days covered by this report, during which I was employed, I have not received nor will I claim compensation from any other Government Agency, unless otherwise noted."

04270

11/15



REF ID: A65400

[REDACTED]

## C. Military Leave

(1) Military leave for training purposes only, not to exceed 15 calendar days in any one calendar year, will be granted with pay, without charge to annual leave to members of reserve components of the Armed Services of the United States. Saturdays and Sundays will be included in the 15 calendar days leave period only when such leave is taken the preceding Friday and the following Monday.

(2) Members of the National Guard will be granted military leave with pay without charge to annual leave on all days of service to which they are ordered by competent authority.

(3) Applications for military leave will be processed in the same manner as applications for extended annual leave.

(4) Employees directed by a local Army board or a reporting unit of the Armed Services to report for physical examination will be granted leave with pay for the required period, not to exceed eight hours. Time in excess of eight hours will be charged to annual leave or leave without pay as applicable. 7

[REDACTED]

## D. Time and Attendance Reports (Standard Form No. 115)

(5) Time and Attendance Reports submitted on behalf of experts or consultants employed under Personal Service Contracts must reflect actual hours worked.

(6) The following certification will be signed by the expert or consultant on the reverse of the Time and Attendance Report:

"I certify that for the days covered by this report, during which I was employed, I have not received nor will I claim compensation from any other Government Agency, unless otherwise noted."

CONFIRMATION SHEET

25X1A

I do ~~not~~ concur in the above charges of CIA Regulation No. [REDACTED] [REDACTED] [REDACTED]



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CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A  
NUMBER [REDACTED]  
15 JUNE 1951

3. TIME, LEAVE AND PAY

A. Working Hours

(1) The normal official working hours for all activities of the Agency are from 0830 hours to 1700 hours Monday through Saturday. [Office heads shall schedule Saturday duty for only those employees necessary to meet the requirements of their respective Offices.]

Approved:

[REDACTED]

25X1A

Acting Deputy Director  
(Administration)

EFFECTIVE: 15 JUNE 1951

RESCIND : Page 1 of [REDACTED]  
2 APRIL, 1951

25X1A

return this  
to: Manager  
Central Regd

RESTRICTED

MAR 6 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Revision of CIA Regulation No. [REDACTED], Postage Stamps 25X1A  
 and CIA Regulation No. [REDACTED], Postage Stamp Controls 25X1A

1. The attached revision of CIA Regulation No. [REDACTED] together with proposed CIA Regulation No. [REDACTED] represents a new procedure for recording postage stamp activities, to become effective 1 April 1952. This procedure was developed jointly between this Office and the Comptroller's Office and is designed to eliminate unnecessary reports and minimize the work load required for maintaining adequate records. 25X1A  
 25X1A

2. Offices currently using postage stamps have been contacted and are in agreement with the new procedure since it eliminates the necessity of their submitting quarterly detailed reports.

3. Formal approval has been obtained on behalf of the following:

Comptroller  
 Auditor-in-Chief  
 Assistant Deputy (Inspection & Security)  
 General Counsel (no legal objection)

4. There is also attached proposed CIA Notice No. [REDACTED] which calls attention to the new postage stamp procedures and requires retiring Postage Stamp Custodians to transfer stamps on hand as of 31 March 1952 to the Chief, Central Mail Room. 25X1A

5. Recommend approval. [REDACTED]

25X1A

W. L. PEEL  
 Chief, General Services

Atchxs.

P.S. Major simplification is effected by accounting for postage stamps by total value rather than by each denomination and by eliminating cumbersome quarterly reports. Relative to the latter, you will note the Auditor-in-Chief agrees to the new procedure.

Recd. [REDACTED]  
 Security [REDACTED]

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

4. POSTAGE STAMPS (See CIA Reg. No. [REDACTED])

25X1A

A. Postage Stamp Custodians are designated as follows:

(1) CIA Headquarters  
Chief, Central Mail Room

(2) Field Stations [REDACTED]  
Chiefs of Station or their designees.

25X1A

B. Imprest Stamp Accounts

(1) The Comptroller is authorized to establish Imprest Stamp Accounts within CIA Headquarters when necessary for operational or security purposes.

C. Procurement

(1) Headquarters

(a) The Chief, Central Mail Room, will procure postage stamps through the facilities of the Procurement and Supply Office.

(b) Custodians of Imprest Stamp Accounts will obtain postage stamps from the Chief, Central Mail Room.

(2) Field [REDACTED]

25X1A

(a) Chiefs of Field Stations will procure postage stamps locally by purchase through petty cash procedures.

D. Controls

(1) Office heads, Chiefs of Field Stations and Stamp Custodians are responsible for maintaining adequate safeguards to ensure that postage stamps are used for official business only.

(2) Stamp Custodians will be responsible for maintaining records as prescribed in CIA Regulation No. [REDACTED]

25X1A

25X1A

I do (not) concur in the proposed revision of CIA Regulation No. [REDACTED], Postage Stamps.

25X1A

*Chief, SC Staff*

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

25X1A

1 April 1952

POSTAGE STAMP CONTROLS

A. Appropriate personnel in each Office in headquarters will prepare a Postage Slip, Form No. 35-11, for all outgoing mail which requires postage. Postage stamps will be affixed by the Central Mail Room or by Custodians of Imprest Stamp Accounts, whichever is appropriate. Form No. 35-11 will not be used in field offices unless so authorized by the Chief of Station.

B. Requests for Imprest Stamp Accounts

(1) Requests for authorization of an Imprest Stamp Account will be prepared in memorandum form and submitted by the Office head concerned to the Comptroller. Requests should contain:

- (a) A brief statement of justification, including reasons why mail requiring postage stamps cannot be processed through the Central Mail Room.
- (b) Estimated value of stamps required for no less than 30 and no more than 60 days.
- (c) Name of employee to be designated Custodian of the Imprest Stamp Account.

C. Maintenance of Imprest Stamp Accounts.

(1) Custodians of Imprest Stamp Accounts will:

- (a) Remove the Forms <sup>No.</sup> 35-11 from the mail, affix postage stamps as required, and enter the value of postage stamps used on the Forms 35-11.
- (b) File the Forms <sup>No.</sup> 35-11 with the stamps on hand. Total of amounts shown on the Forms <sup>No.</sup> 35-11 plus the value of stamps on hand should, at all times, equal the amount of the Imprest Stamp Account as authorized by the Comptroller.
- (c) Upon authorization of an Imprest Stamp Account, procure postage stamps from the Chief, Central Mail Room in the amount authorized by the Comptroller. Additional stamps will be procured by submitting processed

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

Forms 35-11 to the Central Mail Room in exchange for stamps.

D. Maintenance of Postage Stamp Daily Summary Sheet.

(1) The Chief, Central Mail Room and Postage Stamp Custodians in field stations will record postage stamp acquisition and disposition on CIA Form No. 34-13, April 1952, Postage Stamp Daily Summary Sheet as follows:

- Enter balance of stamps on hand in the "Balance Column" on the first line of each page.
- Record value of stamp acquisitions in the "In Column". On the same line, in the "Explanation Column", Stamp Custodians in field stations will enter the acquisition number. *petty cash voucher number and the Chief, Central Mail Room will enter the requisition number.*
- Record value of stamps used during the day for official business in the "Out Column" as a single line entry.
- Reconcile, at least once a week, balance indicated on the Daily Summary Sheet with the physical inventory of stamps on hand.

(2) Form No. 34-13, April 1952, Postage Stamp Daily Summary Sheet, is subject to audit by the Auditor-in-Chief or his duly appointed representative at his discretion.

I do (not) concur in the proposed Regulation No. [REDACTED]

Postage Stamp Controls.

25X1A

25X1A

*Security by top Staff*

-2-

RESTRICTED  
Security Information

RESTRICTED  
Security Information

[Signature]

## CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

## 4. POSTAGE STAMPS (See CIA Reg. No. [REDACTED])

25X1A

A. Postage Stamp Custodians are designated as follows:

(1) CIA Headquarters  
Chief, Central Mail Room(2) Field Stations [REDACTED]  
Chiefs of Station or their designees.

25X1A

## B. Imprest Stamp Accounts

(1) The Comptroller is authorized to establish Imprest Stamp Accounts within CIA Headquarters when necessary for operational or security purposes.

## C. Procurement

## (1) Headquarters

(a) The Chief, Central Mail Room, will procure postage stamps through the facilities of the Procurement and Supply Office.

(b) Custodians of Imprest Stamp Accounts will obtain postage stamps from the Chief, Central Mail Room.

## (2) Field ([REDACTED])

25X1A

(a) Chiefs of field stations will procure postage stamps locally by purchase through petty cash procedures.

## D. Controls

(1) Office heads, Chiefs of Field Stations and Stamp custodians are responsible for maintaining adequate safeguards to ensure that postage stamps are used for official business only.

(2) Stamp custodians will be responsible for maintaining records as prescribed in CIA Regulation No. [REDACTED]

25X1A

I do [REDACTED] concur in the proposed revision of CIA Regulation No. [REDACTED] Postage Stamps. 25X1A

[REDACTED]

25X1A

For the General Counsel  
3 March 1952

**RESTRICTED****SECURITY INFORMATION**

To : Auditor-in-Chief

29 February 1952

From : Auditor

Subject: CIA Regulations Numbers [REDACTED] Postage Stamp  
Control

25X1A

In accordance with your request, the following comments with respect to the postage stamp procedure proposed in the attachment are submitted:

The procedure appears unnecessarily cumbersome and burdensome considering what is involved. While the requirements of the various offices in this connection are not definitely known, it is understood that in most instances they are nominal. Accordingly, should not stamps be issued upon requisition by office and division chiefs in a manner similar to office supplies which involve a far greater value and, often, equal susceptibility of diversion? It is suggested that such requisitions be certified as to necessity for use in the Government service, and that custodial arrangements be made the responsibility of the requisitioning official who should limit distribution within his office to a minimum of strategically located individuals.

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**RESTRICTED**

MAR 1 1952

*Comptroller*

25X1A

## CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

## 4. POSTAGE STAMPS (See CIA Reg. No. [REDACTED])

1 April 1952

25X1A

## A. Postage Stamp Custodians are designated as follows:

(1) CIA Headquarters  
Chief, Central Mail Room

25X1A

(2) Field Stations ([REDACTED])  
Chiefs of Station or their designees.

## B. Imprest Stamp Accounts

(1) The Comptroller is authorized to establish Imprest Stamp Accounts within CIA Headquarters when necessary for operational or security purposes.

## C. Procurement

## (1) Headquarters

(a) The Chief, Central Mail Room, will procure postage stamps through the facilities of the Procurement and Supply Office.

(b) Custodians of Imprest Stamp Accounts will obtain postage stamps from the Chief, Central Mail Room.

## (2) Field ([REDACTED])

25X1A

(a) Chiefs of field stations will procure postage stamps locally by purchase through petty cash procedures.

## D. Controls

(1) Office heads, Chiefs of Field Stations and Stamp custodians are responsible for maintaining adequate safeguards to ensure that postage stamps are used for official business only.

(2) Stamp custodians will be responsible for maintaining records as prescribed in CIA Regulation No. [REDACTED]

25X1A

I do (not) concur in the proposed revision of CIA Regulation No. [REDACTED], Postage Stamps. 25X1A

25X1A

## CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

1 April 1952

## 30-4. POSTAGE STAMP CONTROLS

A. Appropriate personnel in each Office will prepare a Postage Slip, Form No. 35-11, for all outgoing mail which requires postage. Postage stamps will be affixed by the Central Mail Room or by Custodians of Imprest Stamp Accounts, whichever is appropriate, *for 35-11 which will be used in filing* *in alphabetical order*.

B. Requests for Imprest Stamp Accounts

(1) Requests for authorization of an Imprest Stamp Account will be prepared in memorandum form and submitted by ~~MM~~ the Office head concerned to the Comptroller. Requests should contain:

(a) A brief statement of justification, including reasons why mail requiring postage stamps cannot be processed through the Central Mail Room.

(b) *Estimated* value of stamps required for no less than 30 and no more than 60 days.

(c) Name of employee to be designated Custodian of the Imprest Stamp Account.

## C. Maintenance of Imprest Stamp Accounts.

(1) Custodians of Imprest Stamp Accounts will:

(a) Remove the Forms 35-11 from the mail, affix postage stamps as required, and enter the value of postage stamps used on the Forms 35-11.

(b) File the Forms 35-11 with the stamps on hand. Total of amounts shown on the Forms 35-11 plus the value of stamps on hand should, at all times, equal the amount of the Imprest Stamp Account as authorized by the Comptroller.

(c) Upon authorization of an Imprest Stamp Account, procure postage stamps from the Chief, Central Mail Room in the amount authorized by the Comptroller. Additional stamps will be procured by submitting processed Forms 35-11 to the Central Mail Room in exchange for stamps.

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

1 April 1952

D. Maintenance of Postage Stamp Daily Summary Sheet

- (1) The Chief, Central Mail Room and Postage Stamp Custodians in field stations will record postage stamp acquisition and disposition on CIA Form No. 34-13, April 1952, Postage Stamp Daily Summary Sheet as follows:
  - (a) Enter balance of stamps on hand in the "Balance Column" on the first line of each page.
  - (b) Record value of stamp acquisitions in the "In Column". On the same line, in the "Explanation Column", Stamp Custodians in field stations will enter the petty cash voucher number and the Chief, Central Mail Room will ~~XXXX~~ enter the requisition number.
  - (c) Record value of stamps used during the day for official business in the "Out Column" as a single line entry.
  - (d) Reconcile, at least once a week, balance indicated on the Daily Summary Sheet with the physical inventory of stamps on hand.
- (2) Form No. 34-13, April 1952, Postage Stamp Daily Summary Sheet, is subject to audit by the Auditor-in-Chief or his duly appointed representative at his discretion.

25X1A

I do (not) concur in the proposed Regulation No. [REDACTED], Postage Stamp Controls.

[REDACTED] 25X1A

REF ID: A65728  
RESTRICTED  
Security Information

14 December 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Postage Stamp Disposition and Summary Report

1. The attached report of the Comptroller has been studied and this Office concurs in the recommendations contained therein. Coordination and approval has been given by the following offices:

- a. Administrative Services
- b. Office of Policy Coordination
- c. Office of Special Operations
- d. Personnel Office - Military Personnel Division
- e. Office of Inspection and Security
- f. Office of Operations - [REDACTED]
- g. Office of Operations - Contact Division
- h. Training Office
- i. National Security Counsel

STATSPEC

The proposed procedure will effect economies of operation by the elimination of time consuming quarterly reports.

2. Attachment A is a proposed revision of CIA Regulation [REDACTED] and Attachment B a proposed notice to accomplish transfer of stamps currently on hand.

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25X1A

[REDACTED]  
Deputy Advisor for ManagementRESTRICTED  
Security Information

~~RESTRICTED~~

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE:

FROM : Security Officer, CIA

SUBJECT: Proposed Notice: Departmental Stamp Custodian

1. We are returning the above notice and procedure without action, at the request of Mr. [REDACTED] the originator, because the following pertinent information cannot be furnished at this time:

25X1A

a. Why postage is necessary instead of franked mail in cases where disclosure of CIA as the addressee is immaterial;

b. Postage is presumably required in those cases where Agency identification is not to be disclosed or it is desired to limit knowledge of the addressee. In such cases, it would appear inadvisable to route letters to a central mail room for postage.

2. Perhaps the solution to your problem is the establishment of a stamp fund in the various offices to be renewed at periodic intervals. But without more enlightenment, we are unable to give any opinion one way or the other.



25X1A

SHEFFIELD EDWARDS  
Colonel, GSC

Encl:

~~RESTRICTED~~

Restricted  
Security Information  
CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE  
NO.

SUBJECT: Departmental Stamp Custodian

1. Effective 1 January 1952, departmental mail requiring postage will be processed or accounted for through the Central Mail Room.
2. The Chief, Central Mail Room is hereby designated as Departmental Stamp Custodian vice Stamp Custodians for the various offices of the Agency.
3. The retiring Stamp Custodians will transfer the stamps on hand as of 31 December 1951, to the Chief, Central Mail Room on or about 1 January 1952.

I do (not) concur in the above notice.

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*Bonifielder*

RESTRICTED  
Security Information

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CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

4. Postage Stamps

A. Procurement

(1) Departmental

Departmental vouchered mail will be processed through the Central Mail Room. (The Mail Room will procure postage stamps through the facilities of the Procurement Office.)

(2) Field

Chiefs of Field Offices will procure postage stamps locally by purchase through petty cash procedures.

B. Controls

Stamp Custodians and/or Chiefs of Field Offices will be responsible for maintaining adequate safeguards so that postage stamps will be used for official business only.

C. Reports and Records

Stamp Custodians will be responsible for maintaining records and reports as prescribed by the Comptroller.

I do [REDACTED] concur in the proposed revision of CIA Regulation No. [REDACTED]

25X1A

[REDACTED]

25X1A

*Comptroller*

SECRET

*Reed*

25X1A

NOTICE  
NO.

SUBJECT: Departmental Stamp Custodian

1. Effective 1 January 1952, departmental mail requiring postage will be processed or accounted for through the Central Mail Room.
2. The Chief, Central Mail Room is hereby designated as Departmental Stamp Custodian vice Stamp Custodians for the various offices of the Agency.
3. The retiring Stamp Custodians will transfer the stamps on hand as of 31 December 1951, to the Chief, Central Mail Room on or about 1 January, 1952.

I do        concur in the above notice.

25X1A

DEC 18 1951

RESTRICTED  
Security Information

25X1A

CENTRAL INTELLIGENCE AGENCY REGULATION

4. Postage Stamps

A. Procurement

(1) Departmental

Departmental vouchered mail will be processed through the Central Mail Room. The Mail Room will procure postage stamps through the facilities of the Procurement Office.

(2) Field

Chiefs of Field Offices will procure postage stamps locally by purchase through petty cash procedures.

B. Controls

Stamp Custodians and/or Chiefs of Field Offices will be responsible for maintaining adequate safeguards so that postage stamps will be used for official business only.

C. Reports and Records

Stamp Custodians will be responsible for maintaining records and reports as prescribed by the Comptroller.

I do (not) concur in the proposed revision of CIA Regulation No. [REDACTED]

25X1A

25X1A

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

4. Postage Stamps

A. Procurement

(1) Departmental

*FT 2*  
Departmental vouchered mail will be processed or accounted for through the Central Mail Room. The Mail Room will procure postage stamps through the facilities of the Procurement Office.

(2) Field

Chiefs of Field Offices will procure postage stamps locally by purchase through petty cash procedures.

B. Controls

Stamp Custodians and/or Chiefs of Field Offices will be responsible for maintaining adequate safeguards so that postage stamps will be used for official business only.

C. Reports and Records

Stamp Custodians will be responsible for maintaining records and reports as prescribed by the Comptroller.

I do (Not) concur in the proposed revision of CIA Regulation No. [REDACTED]

25X1A

[REDACTED] 25X1A

*auditor*

RESTRICTED

SECURITY INFORMATION

CENTRAL INTELLIGENCE AGENCY

Washington, D. C.

NOTICE  
NO.

SUBJECT: Departmental Stamp Custodian

1. Effective 1 January 1952, departmental mail inquiries, postage will be processed or accounted for through the Central Mail Room.
2. The Chief, Central Mail Room is hereby designated as Departmental Stamp Custodian vice Stamp Custodian for the various offices of the Agency.
3. The retiring Stamp Custodians will transfer the stamps on hand as of 31 December 1951, to the Chief, Central Mail Room on or about 1 January 1952.

I do (not) concur in the above noted.

25X1A

*Auditor*

Security Information  
CENTRAL INTELLIGENCE AGENCY  
Washington D. C.

NOTICE  
NO.

SUBJECT: Departmental Stamp Custodian

1. Effective 1 January 1952, departmental mail requiring postage will be processed or accounted for through the Central Mail Room.
2. The Chief, Central Mail Room is hereby designated as Departmental Stamp Custodian vice Stamp Custodians for the various offices of the Agency.
3. The retiring Stamp Custodians will transfer the stamps on hand as of 31 December 1951, to the Chief, Central Mail Room on or about 1 January 1952.

I do (initials) concur in the above notice.

25X1A

*Chief, Administrative Services*

RESTRICTED  
Security Information

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

4. Postage Stamps

A. Procurement

(1) Departmental

Departmental vouchered mail will be processed through the Central Mail Room. The Mail Room will procure postage stamps through the facilities of the Procurement Office.

(2) Field

Chiefs of Field Offices will procure postage stamps locally by purchase through petty cash procedures.

B. Controls

Stamp Custodians and/or Chiefs of Field Offices will be responsible for maintaining adequate safeguards so that postage stamps will be used for official business only.

C. Reports and Records

Stamp Custodians will be responsible for maintaining records and reports as prescribed by the Comptroller.

I do ( ~~not~~ ) concur in the proposed revision of CIA Regulation No. [REDACTED]

25X1A

25X1A

REC'D 11/30/81  
RECEIVED

NOTAM  
NO.

SUBJECT: Departmental Stamp Custodian

1. Effective 1 January 1952, departmental mail incoming, postage will be processed or accounted for through the Central Mail Room.
2. The Chief, Central Mail Room is hereby designated as Departmental stamp Custodian vice Stamp Custodian for the various offices of the Agency.
3. The Retiring, Stamp Custodian will transfer the stamps in hand as of 31 December 1951 to the Chief, Central Mail Room on or about 1 January 1952.

I do (        ) concur in the above notice.

**RESTRICTED**  
Geography Information

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CENTRAL INVESTIGATIVE AGENCY (CIA)

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(1) De geschrevenen.

Departmental vouchered mail will be processed through the Central Mail Room. The Mail Room will procure postage stamps through the facilities of the Procurement Office.

160 *Journal of Health Politics*

Chief of Field Office will procure machine stamps locally by purchase through regular mail procedures.

522 G. M. COOPER

Since Quartermaster and/or Officers of Field Offices will be responsible for maintaining mosquito safeguards so that mosquito stamps will be used for official business only.

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Strong Guidelines will be responsible for maintaining, tracking and reporting on progress by the Comptroller.

I do ~~not~~ like it. I do not like it. I do not like it.

25X1A

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NOTICE  
NO.

SUBJECT: Departmental Stamp Custodian

1. Effective 1 January 1952, Departmental mail requiring postage will be processed or accounted for through the Central Mail Room.
2. The Chief, Central Mail Room is hereby designated as Departmental Stamp Custodian vice Stamp Custodian for the various offices of the Agency.
3. The retiring Stamp Custodian will transfer the stamps on hand as of 31 December 1951, to the Chief, Central Mail Room on or about 1 January 1952.

I do (  ) concur in the above notice.

25X1A

*Chief Admin*

2001-09-03  
25X1A

~~RESTRICTED~~  
Security Information

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CENTRAL INTELLIGENCE AGENCY REGULATION

RUNNER [REDACTED]

4. Postage Stamps

A. Procurement

(1) Departmental

Departmental vouchered mail will be processed through the Central Mail Room. The Mail Room will procure postage stamps through the facilities of the Procurement Office.

(2) Field

Chiefs of Field Offices will procure postage stamps locally by purchase through petty cash procedures.

B. Controls

Stamp Custodians and/or Chiefs of Field Offices will be responsible for maintaining adequate safeguards so that postage stamps will be used for official business only.

C. Reports and Records

Stamp Custodians will be responsible for maintaining records and reports as prescribed by the Comptroller.

I do (not) concur in the proposed revision of CIA Regulation No. [REDACTED]

25X1A

should not

Stamp Custodians need

the stamp custodian  
in B+C.

W.H.  
W.H.  
W.H.

25X1A

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

## 4. Postage Stamps

## A. Procurement

## (1) Departmental

Departmental vouchered mail will be processed through the Central Mail Room. The Mail Room will procure postage stamps through the facilities of the Procurement Office.

## (2) Field

Chiefs of Field Offices will procure postage stamps locally by purchase through petty cash procedures.

## B. Controls

Stamp Custodians and/or Chiefs of Field Offices will be responsible for maintaining adequate safeguards so that postage stamps will be used for official business only.

## C. Reports and Records

Stamp Custodians will be responsible for maintaining records and reports as prescribed by the Comptroller.

I do (not) concur in the proposed revision of CIA Regulation No. [REDACTED]

25X1A

*should not*

*Stamp Custodian read*

*the stamp custodian*

*in B & C.*

*Worthy*

25X1A

Restricted

Security Information  
CENTRAL INTELLIGENCE AGENCY  
Washington D. C.NOTICE  
NO.

SUBJECT: Departmental Stamp Custodian

1. Effective 1 January 1952, departmental mail requiring postage will be processed or accounted for through the Central Mail Room.
2. The Chief, Central Mail Room is hereby designated as Departmental Stamp Custodian vice Stamp Custodians for the various offices of the Agency.
3. The retiring Stamp Custodians will transfer the stamps on hand as of 31 December 1951, to the Chief, Central Mail Room on or about 1 January 1952.

I do not concur in the above notice.

25X1A

21 Dec

DEC 21 1951

RESTRICTED  
Security Information

25X1A

## CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

## 4. Postage Stamps

## A. Procurement

## (1) Departmental

Departmental vouchered mail will be processed through the Central Mail Room. The Mail Room will procure postage stamps through the facilities of the Procurement Office.

## (2) Field

Chiefs of Field Offices will procure postage stamps locally by purchase through petty cash procedures.

## B. Controls

Stamp Custodians and/or Chiefs of Field Offices will be responsible for maintaining adequate safeguards so that postage stamps will be used for official business only.

## C. Reports and Records

Stamp Custodians will be responsible for maintaining records and reports as prescribed by the Comptroller.

I do (yes) concur in the proposed revision of CIA Regulation No. [REDACTED]

25X1A

25X1A

21 Dec

[Redacted]

Security Information  
CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE  
NO.

SUBJECT: Departmental Stamp Custodian

1. Effective 1 January 1952, departmental mail requiring postage will be processed or accounted for through the Central Mail Room.
2. The Chief, Central Mail Room is hereby designated as Departmental Stamp Custodian vice Stamp Custodians for the various offices of the Agency.
3. The retiring Stamp Custodians will transfer the stamps on hand as of 31 December 1951, to the Chief, Central Mail Room on or about 1 January 1952.

I do ( ) concur in the above notice.

[Redacted] 25X1A

ED A / OPC

OPC concurs subject to the following conditions: That the OPC Mail room receive from the Central Mail Room Stamp Custodian a quantity of stamps as needed, from time to time, to carry on the daily OPC mail activities. Accounting for these stamps will be worked out with the Central Mail Room.

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RESTRICTED  
Security Information

25X1A

## CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

## 4. Postage Stamps

## A. Procurement

## (1) Departmental

Departmental vouchered mail will be processed through the Central Mail Room. The Mail Room will procure postage stamps through the facilities of the Procurement Office.

## (2) Field

Chiefs of Field Offices will procure postage stamps locally by purchase through petty cash procedures.

## B. Controls

Stamp Custodians and/or Chiefs of Field Offices will be responsible for maintaining adequate safeguards so that postage stamps will be used for official business only.

## C. Reports and Records

Stamp Custodians will be responsible for maintaining records and reports as prescribed by the Comptroller.

I do ( ) concur in the proposed revision of CIA Regulation No. [REDACTED]

25X1A

25X1A

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SECRET

25X1A

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

27 April 1951

## 7. CLAIMS FOR LOSS OF PERSONAL PROPERTY

## A. Claims Board.

(1) Persons serving CIA outside the continental limits of the United States may submit claims for personal property damaged, lost, destroyed, captured or abandoned due to emergencies or other special circumstances directly related to service with CIA, but not due to normal travel occurrences or local conditions. Claims will be considered by the CIA Property Survey Board. (See paragraph E.(2), Regulation [REDACTED])

25X1A

## B. Authority.

(1) The Claims Board shall consider all personal property claims and shall determine whether a claim is covert or overt.

(2) Approved claims involving a security factor will be paid from confidential funds. (See paragraph 10.3 CFR)

(3) Approved claims not involving a security factor must be submitted to Congress through the Office of the General Counsel on an individual basis.

## C. Persons Who May Submit Claims.

(1) Only those persons in the following categories of personnel may submit claims under this regulation:

- Staff employees.
- Staff agents.
- Career agents.
- Agents, insofar as their contracts permit.
- Detailed or assigned personnel.
- Consultants.

## D. Reasonableness of Claim.

(1) Claims are payable under the provisions of this regulation only to the extent that possession of the property, both as to type and quantity, shall be considered by the Claims Board as reasonable, useful, necessary or proper under the attendant circumstances.

RETURN TO RECORDS CENTER  
IMMEDIATELY AFTER USE  
JOB 53-110 BOX 1

25678

-1-

SECRET

MAY 3 1951

~~SECRET~~

25X1A

## CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

27 April 1951

- (a) In making this determination, the Claims Board may take into consideration an individual's recreational desires, the nature of his duties with the Agency, and any other factors which may be of assistance.
- (b) In determining whether possession of property was reasonable, useful, necessary or proper, the Claims Board shall not conclude, simply because a claimant was permanently assigned to an overseas station, that he may be reimbursed for loss of all his property. The Claims Board shall follow the general principle that an employee may possess any type or amount of property he may desire; but, in order to be reimbursed for loss, possession of the property must be reasonable, useful, necessary or proper.

## E. Procedure.

- (1) Claims will be submitted through normal channels to the appropriate Office head who will forward all necessary information and his recommendation to the Claims Board.

## F. Contents of Claim.

- (1) Each claim submitted to the Claims Board shall include:
  - (a) Name and CIA unit of claimant.
  - (b) The date, place, facts and circumstances surrounding the damage to or loss, destruction, capture or abandonment of the personal property.
  - (c) A statement that the damage, loss, destruction, capture or abandonment was not caused in whole or in part by any negligence or wrongful act on the part of the claimant, or his agent or employee.
  - (d) A statement that none of the property has been recovered by the claimant, and that if any of the property for which claim is made is later recovered, claimant agrees to give immediate written notice to the Claims Board, and also to refund any payment made by CIA for such property.
  - (e) A statement that the damage, loss, destruction, capture or abandonment was or was not covered by insurance. If covered by insurance, and the insurance company has refused to reimburse the claimant, satisfactory evidence of such refusal must accompany the claim.
  - (f) If a carrier is involved in the damage, loss, destruction, capture or abandonment, the claim must include a statement that a claim has been asserted against the carrier, with the result thereof, or sufficient reason why such a demand was not made. All correspondence pertaining thereto should be attached.

-2-

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SECRET

25X1A

## CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

27 April 1951

- (g) An itemized list of property, including the following information for each article:
  - (1) Quantity.
  - (2) Name or description of article.
  - (3) Month and year of purchase or other acquisition.
  - (4) Condition when lost or damaged. (New, excellent, good, fair, poor.)
  - (5) Purchase price or value at time of acquisition.
  - (6) Amount claimed (value when lost, or cost of repairs.)
- (h) A statement indicating that claimant knows of the penalty for fraudulent claims, which is a fine of not more than \$10,000 or imprisonment for not more than ten years, or both (18 USCA 1003).
- (i) Signature of claimant.

## G. Additional Evidence.

- (1) The Claims Board may, in its discretion, require the production of any type or quantity of evidence (including oral testimony) deemed necessary to process any claim.

## H. Action by Claims Board.

- (1) Determine whether possession of the property was reasonable, useful, necessary or proper under the attendant circumstances.
- (2) Make all other determinations required by this regulation.
- (3) Adopt any depreciation schedule it may deem advisable, and with the assistance of the Comptroller apply said schedule to each claim.
- (4) Forward each claim to the Deputy Director (Administration), with a recommendation.

## I. Action by Deputy Director (Administration).

- (1) Forward all approved overt claims to the Office of the General Counsel with a recommendation for enactment of private legislation for the claimant.

-3-

SECRET

SECRET

25X1A

CENTRAL INTELLIGENCE AGENCY REGULATIONNUMBER [REDACTED]

27 April 1951

(2) (a) Approve or disapprove covert claims not in excess of \$5,000 and forward approved claims to the Comptroller for payment.

(b) Recommend action to the Director on claims in excess of \$5,000.

## J. Delegation of Authority.

(1) The authority to take action specified in paragraphs I.(1) and (2) (a) above is hereby delegated to the Assistant Deputy Directors, Administration (General and Special).

## K. Claims Not Payable.

(1) Claims otherwise within the scope of this regulation are not payable when the damage, loss, destruction, capture or abandonment involves any of the following classes of property or when losses occur under any of the following circumstances:

- (a) Money or currency in excess of an amount deemed appropriate for immediate personal needs.
- (b) Intangible property. Choses-in-action, or evidence thereof, such as bank books, checks, promissory notes, stock certificates, bonds, bills of lading, warehouse receipts, baggage, checks, insurance policies, money orders and travelers' checks.
- (c) Precious articles. Claims for precious jewels and other precious articles of extraordinary value.
- (d) Unserviceable property. Worn out or unserviceable property.
- (e) Souvenirs, etc. Souvenirs, war trophies, ornamental jewelry, luxuries, articles acquired to be sold or disposed of as gifts, and articles of only sentimental value.
- (f) Government property. Property owned or furnished by the Government.
- (g) Business property. Property normally used for business or profit.
- (h) Losses recoverable from insurer.
- (i) Losses recoverable from carrier.
- (j) Negligence of claimant. Where the damage, loss, destruction, capture or abandonment was caused in whole or in part by any negligence or wrongful act on the part of the claimant, or of his agent or employees acting within the scope of his employment.

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CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

27 April 1951

(k) Violation of directives. No allowance will be made for any item where the evidence indicates that the acquisition, possession, or transportation thereof was in violation of Agency directives.

(l) Losses concurrent with or after death. Property damaged, lost, destroyed, captured or abandoned concurrent with or subsequent to death.

## L. Expensive Articles.

(1) Allowance for expensive articles, or for items purchased at unreasonably high prices, will be based upon fair and reasonable prices for substitute articles appropriate for the claimant under the particular circumstances of his employment.

## M. Articles Acquired by Barter.

(1) Allowance for articles acquired by barter will not exceed the cost of the articles tendered in barter.

## N. Replacement in Kind.

(1) The Claims Board may, in its discretion, arrange for the replacement in kind of any or all articles damaged, lost, destroyed, captured or abandoned. Such replacement shall be in lieu of a cash payment for the said article or articles.

## O. Time for Filing Claim.

(1) No claim may be paid under the provisions of this regulation unless presented to the Claims Board in writing within one year after the occurrence of the incident out of which the claim arises. (This requirement may be waived by the Board upon demonstration of a sufficient reason for delay.)

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Deputy Director-Directive: 27 April 1951  
(Administration)

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17 April 1951

MEMORANDUM FOR: Advisor for Management  
SUBJECT : Claims Regulation

1. The attached regulation, concerning claims for loss of personal property, has been drafted by this office at the request of Mr. [REDACTED] It is forwarded to you for comment and consultation.

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LAWRENCE R. HOUSTON  
General Counsel

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APR 23 1951